George Casey White
University of California
Class of 1910.

1st Sergeant
Company "E"
Second Battalion
U.C. Cadets.

REGULATIONS

FOR THE

ARMY OF THE UNITED STATES

1904

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WAR DEPARTMENT.
September 15, 1904.

The PRESIDENT OF THE UNITED STATES directs that the following *Regulations for the Army* be published for the government of all concerned, and that they be strictly observed. Nothing contrary to the tenor of these Regulations will be enjoined in any part of the forces of the United States by any commander whomsoever.

WM. H. TAFT,
Secretary of War.

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REGULATIONS

FOR THE

ARMY OF THE UNITED STATES.

ARTICLE I.

MILITARY DISCIPLINE.

1. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors.

2. Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law and follow offenses as promptly as circumstances will permit.

3. Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct or by abusive language.

4. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.

5. Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions between officers, are prohibited. Efforts to influence legislation affecting the Army, or to procure personal favor or consideration, should never be made except through regular military channels; the adoption of any other method by any officer or enlisted man will be noted in the military record of those concerned.

ARTICLE II.

PRECEDENCE OF REGIMENTS AND CORPS.

6. On all occasions of ceremony, troops are arranged from right to left in line, and from head to rear in column, in the following order: First, infantry; second, field artillery; third, cavalry. Artillery serving as infantry is posted as infantry; dismounted cavalry and marines are on the left of the infantry; engineer troops and detachments of the Signal Corps are on the right of the command to which they are attached; detachments of the Hospital Corps are assigned to place according to the nature of the service. When cavalry and field artillery, or field artillery and infantry, are reviewed together without other troops, the artillery is posted on the left. In the same arm, regulars, volunteers, and militia are posted in line from right to left, or in column from head to rear, in the order named. In reviews of large bodies of troops the different arms and classes are posted at the discretion of the commanding general, due regard being paid to their position in camp. On all other occasions troops of all classes are posted at the discretion of the general or senior commander.

ARTICLE III.

RANK AND PRECEDENCE OF OFFICERS AND NONCOMMISSIONED OFFICERS.

7. Military rank is that character or quality bestowed on military persons which marks their station, and confers eligibility to exercise command or authority in the military service within the limits prescribed by law. It is divided into degrees or grades, which mark the relative positions and powers of the different classes of persons possessing it.

8. Rank is generally held by virtue of office in an arm of the service, corps, or department, but may be conferred independently of office, as in the case of retired officers and of those holding it by brevet.

9. The following are the grades of rank of officers and noncommissioned officers:

1. Lieutenant-general.
2. Major-general.
3. Brigadier-general.
4. Colonel.
5. Lieutenant-colonel.
6. Major.
7. Captain.
8. First lieutenant.
9. Second lieutenant.
10. Veterinarian, cavalry and artillery.
11. Cadet.
12. Sergeant-major, regimental; sergeant-major, senior grade, artillery; master electrician; master signal electrician.
13. Ordnance sergeant; post commissary-sergeant; post quartermaster-sergeant; electrician sergeant; sergeant first class hospital corps; first-class signal sergeant.
14. Quartermaster-sergeant and commissary-sergeant, regimental; chief musician.
15. Sergeant-major, squadron and battalion; sergeant-major, junior grade, artillery; color-sergeant; chief trumpeter, principal musician; battalion quartermaster-sergeant, engineers.
16. First sergeant; drum major.
17. Sergeant; quartermaster-sergeant, company; stable sergeant, battery.
18. Corporal.

In each grade date of commission, appointment, or warrant determines the order of precedence.

10. Officers of the Regular Army, Marine Corps, and volunteers when commissioned or mustered into the service of the United States, being upon equal footing, take precedence in each grade by date of commission or appointment. Militia officers, when employed with the regular or volunteer forces of the United States, take rank next after all officers of like grade in those forces.

11. Between officers of the same grade and date of appointment or commission, other than through promotion by seniority, relative rank is determined by length of service, continuous or otherwise, as a commissioned officer of the United States, either in the Regular Army or, since April 19, 1861, in the volunteer forces. When periods of service are equal, precedence will, except when fixed by order of merit on examination, be determined, first, by rank in service when appointed; second, by former rank in the Army or Marine Corps; third, by lot.

12. The relative rank between officers of the Army and Navy is as follows, lineal rank only being considered:

General with admiral.
Lieutenant-general with vice-admiral.
Major-general with rear-admiral.
Brigadier-general with commodore.[a]
Colonel with captain.
Lieutenant-colonel with commander.
Major with lieutenant-commander.
Captain with lieutenant.
First lieutenant with lieutenant (junior grade).
Second lieutenant with ensign.

[a] The grade of commodore ceased to exist as a grade of rank on the active list in the Navy of the United States on March 3, 1899. By section 7 of the act of March 3, 1899 (30 Stat. L., 971), the nine junior rear-admirals are authorized to receive the pay and allowances of brigadier-generals in the Army.

ARTICLE IV.

COMMAND.

13. Command is exercised by virtue of office and the special assignment of officers holding military rank who are eligible by law to exercise command. Without orders from competent authority an officer can not put himself on duty by virtue of his commission alone, except as contemplated in the twenty-fourth and one hundred and twenty-second Articles of War.

14. The following are the commands appropriate to each grade:

1. For a captain, a company.
2. For a major, a battalion.
3. For a colonel, a regiment.
4. For a brigadier-general, a brigade.
5. For a major-general, a division.

15. The designation "company," as used in these regulations, applies to troops of cavalry, batteries of field artillery, and to companies and bands of all arms and corps. The designation "battalion" applies in like manner to squadrons of cavalry.

16. The functions assigned to any officer in these regulations by title of office devolve upon the officer acting in his place, except when otherwise specified. An officer in temporary command shall not, except in urgent cases, alter or annul the standing orders of the permanent commander without authority from the next higher commander.

17. An officer who succeeds to any command or duty stands in regard to his duties in the same situation as his predecessor. The officer relieved will turn over to his successor all orders in force at the time and all the public property and funds pertaining to his command or duty.

18. An officer of Engineers not on duty with Engineer troops, or of Ordnance, or of the Military Secretary's, Inspector-General's, Judge-Advocate-General's, Quartermaster's, or Subsistence Department, or Signal Corps, or of the line detailed to fill a vacancy in these staff departments or corps, though eligible to command, according to his rank, shall not assume command of troops unless put on duty under orders which specially so direct, by authority of the President.

19. An officer of the Pay or Medical Department can not exercise command, except in his own department; but any staff officer, by virtue of his commission, may command all enlisted men like other commissioned officers.

20. When an officer is charged with directing an expedition or making a reconnaissance, without having command of the escort, the commander of the escort will consult him touching all arrangements necessary to secure the success of the operation.

ARTICLE V.

APPOINTMENT AND PROMOTION OF COMMISSIONED OFFICERS.

21. Notices of appointments and promotions are issued by the War Department through The Military Secretary of the Army.

22. Appointment to the grade of general officer is made by selection from the Army.

23. Oaths of office of officers of the Army will be taken before some officer who is authorized by the law of the United States or by the local municipal law to administer oaths, before the judge-advocate of a department, or of a court-martial, or before the trial officer of a summary court. Officers of the Army, other than those above specified, are not authorized by law to administer such oaths.

24. Promotions in established staff corps and departments are limited to officers holding permanent appointments therein and to include the grade of colonel will be made by seniority, subject to the examination required by law.

25. Promotions in the line of the Army to include the grade of colonel, in each arm of the service, will be made by seniority, subject to the examinations required by law.

26. Whenever any officer is ordered before an examining or retiring board the originals or copies of all official records affecting his character or efficiency, on file in any bureau of the War Department, will be furnished to The Military Secretary of the Army and by him forwarded for the consideration of the board.

27. Vacancies in the grade of second lieutenant existing on July 1 in each year, after that year's graduates of the United States Military Academy have been commissioned, may be filled by appointment, in the following order: (1) of enlisted men of the Army, whose fitness for advancement shall have been determined by competitive examination; (2) from civil life.

All vacancies occurring after July 1 of any year, not filled by the appointment of additional second lieutenants, will be held until the next graduating class of the Military Academy is commissioned.

28. A soldier to be eligible to compete for appointment to the grade of second lieutenant must be a citizen of the United States, unmarried, and under 30 years of age on the 1st day of May of the year in which he is to enter the competition; he must also be physically sound, of good moral character before and after enlistment, and must have served honorably not less than two years in the Army as an enlisted man; he must be an enlisted man of the Army at the date of his application.

29. An enlisted man who desires to appear for competitive examination will submit through military channels an application so that it will reach the department commander on or before January 1 of the year in which he desires to take the examination.

Company commanders in forwarding such applications will verify the statements of service as given, and will state specifically whether, in their opinion, the soldier fulfills each of the conditions required by the preceding paragraph.

30. With a view to the selection of proper enlisted men for advancement to the grade of second lieutenant each department commander will, as soon as practicable after February 1 of each year, convene a board of five officers, two of whom shall be medical officers, for the preliminary examination of the soldiers of his command who are legally qualified therefor, with a view to determine their eligibility for the final competitive examination. This board will institute a rigid inquiry into the character, capacity, record, and qualifications of the several candidates, and will recommend none for the final competitive examination who is not able to establish his fitness for promotion to the entire satisfaction of the board. On May 1 of each year the War Department will convene a board of five officers, before which those who have successfully passed the departmental boards will appear for final competitive examination with a view to the selection of those best qualified for appointment to the grade of second lieutenant in the Army.

31. Each enlisted man who passes the final competitive examination will receive from The Military Secretary of the Army a certificate of eligibility for appointment to the grade of second lieutenant and will be recommended for advancement in the order of merit as determined by the final competitive examination. An enlisted man who has passed a departmental board, but has failed to be found eligible upon final competitive examination, may in the following year appear for final competitive examination on proper application made through department headquarters and will not be required to pass a departmental board a second time. An applicant who twice fails in his final competitive examination to obtain a certificate of eligibility can not again compete for appointment to the grade of second lieutenant in the Army.

32. All rights and privileges arising from a certificate of eligibility terminate the 1st of May next succeeding the competitive examination, unless the soldier shall again be recommended on competitive examination; or they may be vacated by

sentence of a court-martial, but no soldier while holding the privileges of a certificate shall be brought before a garrison or regimental court-martial or summary court.

33. Enlisted men holding certificates of eligibility who may be guilty of misconduct will be promptly reported to the War Department, through regimental and department headquarters, the report to contain a full statement of the misconduct, with names of witnesses. The department commander will see that the candidate has a fair and impartial hearing, and will forward the report for the decision of the War Department.

34. A civilian to be eligible for appointment must be a citizen of the United States, unmarried, between twenty-one and twenty-seven years of age, must be examined and approved as to habits, moral character, mental and physical ability, education, and general fitness for the service. The educational qualifications required for appointment will be announced in orders from time to time by the War Department.

35. No person shall be examined unless he has a letter from the War Department authorizing his examination.

If the candidate has been graduated at an institution where he received military instruction, he must present a diploma or a recommendation from the faculty of the institution.

If a member of the organized militia, he must present recommendations from the proper authorities thereof.

36. Every candidate will be subjected to a rigid physical examination, and if there be found to exist any cause of disqualification which might in the future impair his efficiency as an officer of the Army, he will be rejected. The board will inquire and report concerning each applicant whether he is of good moral character or addicted to the use of intoxicating liquors. Examination as to physical qualifications will conform to the standard required of recruits, and include a certificate of physical examination by two medical officers to accompany the proceedings of the board.

37. No person who has been a cadet at the Military Academy is to be deemed under any circumstances entitled to receive a commission in advance of the graduation of his class. Under the act of Congress approved March 2, 1901, no cadet who has been expelled from the Military Academy for hazing will be commissioned until two years after the graduation of the class of which he was a member.

ARTICLE VI.

Details.

38. Regulations respecting details of line officers to the staff, together with such rules as may be prescribed by the President in regard to examinations therefor, will be announced in orders, from time to time, by the War Department.

39. In making details for special duty and detached service, due consideration will be given to the efficiency, zeal, and reliability of officers as evidenced by the record of their services.

40. An officer will not be detached from his corps or arm of the service unless he has served at least two of the preceding six years therewith.

When at any time an officer has served less than two of the preceding six years with his corps or arm of the service, he will be ordered to join said corps or arm of the service unless on detached service which, under the law, can not be so terminated. Exceptions to this rule will not be made except in case of emergency or in time of war.

41. Except when detailed in the General Staff Corps, general officers are authorized to have aids as follows:

The lieutenant-general, two aids and a military secretary who have the rank of lieutenant-colonel while so serving; a major-general, three aids to be taken from the captains or lieutenants of the Army; a brigadier-general, two aids to be taken from

the lieutenants of the Army. An officer assigned to duty in accordance with his brevet rank as major-general or brigadier-general, may, with the special sanction of the War Department, be allowed the aids of the grade. General officers may select their aids from officers serving in their command subject to the restrictions prescribed in paragraph 40, but appointments as aids of officers serving without such limits must receive the approval of the War Department.

42. The laws, regulations, and instructions governing the details of officers of the Army, active and retired, at educational institutions will be published from time to time by the War Department.

ARTICLE VII.

Chaplains.

43. Regimental chaplains and chaplains of the Artillery Corps will be assigned and transferred by the Secretary of War.

44. It shall be the duty of commanders of regiments, hospitals, and posts to afford to chaplains, assigned to the same for duty, such facilities as may aid them in the performance of their duties.

The instruction of the enlisted men in the common English branches of education is made by law one of the duties of chaplains. They will not be employed on duties other than those required of them by law or pertaining to their profession, except when the exigencies of the service, a result of deficiency in number of officers present, require it.

45. Chaplains will render, through military channels, monthly reports of the duties performed by them, and of all births, baptisms, marriages, and deaths occurring at their stations. The reports will be made on the prescribed form to The Military Secretary of the Army.

46. Chaplains will not be required to turn out with troops on occasions of ceremony, but will be inspected at chapels, schoolrooms, libraries, or such places as may be designated by commanding officers.

ARTICLE VIII.

Transfer or Exchange of Officers.

47. Officers transferred from one arm or corps to another, on mutual application, will be nominated for reappointment with rank as of the date of the commission of the junior officer previous to the transfer, and upon confirmation will be recommissioned accordingly. An officer of the lowest grade in any arm or corps who may be transferred, on his own application, to a vacancy in his grade in any other arm or corps will take rank next after the junior officer of the arm or corps to which he is transferred, and will be nominated for reappointment, with a new date of rank if necessary to fix his proper position, and upon confirmation will be recommissioned accordingly. These new appointments and commissions will determine the rank of transferred officers in their regiments and corps as well as in the Army.

48. Officers in each arm of the service will be transferred from one regiment to another therein, as the interests of the service require, by orders from the War Department, without change of rank or commission. The transfer or exchange of company officers of a regiment will be made only as the interests of the service require by the regimental commander when change of station is not involved; in cases involving change of station, by the regimental commander with the approval of the authority competent to direct the necessary travel.

Artillery district commanders have the same authority in transferring lieutenants of artillery within their districts as is herein given to regimental commanders.

Transfers and exchanges made under this paragraph will be immediately reported to the War Department.

ARTICLE IX.

Leaves of Absence to Officers.

49. In time of peace the commander of a post may grant leaves of absence not to exceed ten days at one time or in the same month.

50. The commander of a post may take leave of absence not to exceed ten days at one time or in the same month, reporting the fact to his next superior commander.

51. The commander of a tactical division or separate brigade may grant leaves for one month, the commander of a corps or department for two months, the commander of a territorial division or department not part of a division for four months; or they may extend to such periods those already granted. Applications for leaves of more than four months' duration or from officers of the staff corps and departments for more than one month, will be forwarded for the action of the War Department. General officers stationed within the continental limits of the United States will not grant themselves leaves to pass beyond those limits, nor will general officers serving in the Philippines Division grant themselves leaves to go beyond the limits of that division.

52. Chiefs of bureaus may grant leaves for one month to officers of their respective corps serving under their immediate direction, or extend to that period those already granted to such officers.

53. Leaves of absence for three months, from date of graduation, will be allowed to graduates of the Military Academy. Such leaves will not be counted against them in subsequent applications for leave, but can not be postponed to another time.

54. Leaves of absence will not be granted so that a company will be left without a commissioned officer, or a post without two commissioned officers and competent medical attendance; nor will leave of absence be granted to an officer during the season of active operations, except in case of urgent necessity.

55. Leave of absence exceeding ten days, except under extraordinary circumstances particularly stated in the application, will not be granted to an officer until he has joined his regiment or corps and served therein at least two years.

56. An application for leave must state its desired duration and be forwarded through military channels. Intermediate commanders will indorse thereon their recommendations.

57. The commanding officer will refer applications for leaves of absence on account of sickness to the surgeon. The surgeon will examine the applicant, and should he find the leave necessary to restore health he will submit to the commanding officer a medical certificate in the prescribed form, stating explicitly the nature, seat, and degree of the disease, wound, or disability, the cause thereof, if known, and the period during which the officer has suffered from it. He will also give his opinion whether the disease, wound, or disability can be satisfactorily treated within the department in which the officer is stationed, or whether a change of climate or locality is necessary to afford more rapid or perfect recovery, in which case the special place or region recommended will be designated, with reasons therefor. The surgeon will also state whether in his opinion the disease, wound, or disability requires treatment by a specialist, and, if so, the nearest place where it can be obtained; also whether the wound or disease incapacitates the officer from all duty, or whether he can perform special duty, and, if so, the kind that he may undertake without endangering his ultimate cure.

58. Leaves of absence will be granted in terms of months and days, as "one month," "one month and ten days." A leave of absence commences on the day following that on which the officer departs from his proper station. The day of departure, whatever the hour, is counted as a day of duty; the day of return as a day of absence.

Leave for one month, commencing on the first day of a calendar month, will expire with the last day of the month, whatever its number of days. Commencing on an intermediate day, the leave will expire the day preceding the same day of the next month.

The expiration of his leave, whether granted on account of sickness or not, must find an officer at his station, except as indicated in paragraphs 60 and 1321.

59. A leave of absence granted an officer in the field or on special duty will take effect on the termination of the campaign or on the completion of such duty, unless his services can sooner be spared. In all other cases an officer is expected to avail himself of a leave as soon as proper facilities offer, unless a specific date is stated in the order, and if unable to do so he will report the fact to the authority granting the leave.

60. Leaves of absence which may be granted to officers of the Army serving in Alaska, or without the limits of the United States, for the purpose of returning thereto, shall be regarded as taking effect on the dates upon which such officers reach the United States, and as terminating on the dates of their respective departure from the United States in returning to their commands. The officers will be regarded as being on detached service while *en route* to and from the United States, but only for the time necessary to perform the journey in the most direct way customary.

61. Officers will not leave the United States to go beyond the sea without permission from the War Department.

62. An officer of the Army visiting foreign countries, whether on duty or leave, will avail himself of all proper opportunities to obtain military information, especially such as pertains to his branch of the service. He will report the results of his observations to The Military Secretary on his return to duty, or sooner if practicable.

63. The Department of State issues special passports for the use of officers of the Army traveling abroad, either on duty or leave of absence, but only on the request of the War Department, and never on the direct request of the officers themselves. Applications of officers for special passports will be addressed to The Military Secretary of the Army, will set forth the use to be made of them, and must, in all cases, be accompanied by the fee of one dollar, which is required by law to be collected for every citizen's passport issued.

64. An officer granted leave of absence for more than ten days will, upon taking advantage thereof, report to his post and regimental or corps commander and to The Military Secretary of the Army the date of his departure and his new address, and thereafter he will immediately report any change in his address and the date of return to duty to the same officers. Verbal permits for less than twenty-four hours are not counted as leaves of absence, but every other absence, of whatever duration, with date of departure and return, will be noted on the rolls and returns.

65. Permission to hunt will not be considered as a leave of absence if the officer on his return to the station forwards to department headquarters, through his commanding officer, a certificate that his time while absent was employed solely in hunting, and furnishes a report giving as complete a description as possible of the country traversed by him.

66. Permission to hunt may be granted by division, department, or post commanders for periods not exceeding ten days.

67. All applications for extensions of leaves of absence or for delays, and all correspondence regarding them, will pass through military channels.

ARTICLE X.

Officers Traveling on Duty.

68. When an officer is ordered without troops from one post of duty to another, he will proceed by the shortest usually traveled route, without unnecessary delay.

Upon his arrival at his new post, he will immediately report to the commanding officer the date of his departure from his former station, and submit a copy of his order, noting thereon the date he received it. If he shall appear to have made unnecessary delay en route, he will be required to explain the cause thereof in writing. If the post commander deem the explanation unsatisfactory, he will forward the same, with a statement of the facts in the case, to the department commander. If the officer be superior in rank to the post commander, the required report will be made by the officer himself to the department commander.

69. Orders detaching an officer for a specific duty will direct him to return to his proper station on the completion of the duty assigned him when it is intended that he shall do so.

70. Delays in obeying orders, in reporting for duty, or in returning to duty from leave can not be authorized except by the War Department. Such delays will be regarded as leaves of absence, unless it be stated in the order granting them that they are in the interest of the public service.

71. Orders contemplating the payment of mileage must state the specific duty enjoined, and that the travel directed is necessary for the public service. They will not direct travel beyond the limits of the command of the officer who issues them, except that the commander of the Philippines Division may order officers of his command to return to the United States in cases of emergency, in which the travel directed is manifestly for the public interest or is necessary to save life. When a general officer is ordered on duty beyond the limits of his command, he may order an officer of his staff to accompany him; if ordered to change station, he may order the necessary change of station of his personal staff.

72. Staff officers not serving under division or department commanders will apply to the War Department for orders directing necessary travel on public business.

73. When urgent public duty has compelled travel, without authority previously obtained, the case will be immediately reported to the proper superior officer, whose approval in subsequent orders will be accepted as though previously issued.

74. Orders directing officers to visit Washington for the settlement of their accounts will be issued only by the War Department.

75. Officers and enlisted men reporting as witnesses before a civil court should receive from the civil authorities the necessary expenses incurred in travel and attendance; neither mileage nor travel allowances will be paid in such cases by the War Department. If, however, it is absolutely necessary to furnish them transportation in kind to enable them to appear, as witnesses for the Government, before a civil court of the United States, an account of such expenditure, together with the evidence that they were properly subpœnaed and did attend the court, will be forwarded to the War Department for presentation to the Department of Justice. Officers providing such transportation will notify the court, or the marshal thereof, that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons.

ARTICLE XI.

Retirement of Officers.

76. When an officer becomes disabled for the performance of duty by reason of wounds, sickness, or improper habits, his immediate commander will report the facts to the department commander for the action of the War Department. The report in each case will contain specific statements and the names of witnesses by whom they can be substantiated.

77. Habitual intemperance, gambling, or other vices that tend to corrupt an officer and lower the professional standard will be regarded as proper subjects for the consideration and report of a retiring board.

78. When ample testimony establishes the fact that an officer has through vicious indulgence slighted or neglected his duties to such a degree as to make it unsafe to intrust him with a command, or with responsibility that properly belongs to his grade, and when it is shown that such habits have continued for such length of time as to render permanent reformation improbable, this fact, rather than his condition when he appears before the board, shall weigh in its finding as to his incapacity for active duty.

ARTICLE XII.

Resignation of Officers.

79. A resignation tendered by an officer will be forwarded by his commanding officer, through prescribed channels, to the War Department for the decision of the President. Until duly accepted, the officer will not be considered as out of the service.

80. A resignation tendered under charges will be forwarded, accompanied by a report of the case, and, if practicable, by a copy of the charges. All correspondence with the War Department, on the part of the officer who tenders the resignation, will be conducted through prescribed channels.

81. Leave of absence will not be granted on tender of resignation unless the resignation be unconditional and immediate. When leave is requested, the officer's address will accompany the resignation.

82. An officer of the Army on the active list who accepts or exercises the functions of a civil office contrary to law thereby ceases to be an officer of the Army. An officer on the active list can not lawfully accept or hold any office created by State or municipal authority, whether in State military organizations or otherwise.

ARTICLE XIII.

Deceased Officers.

83. The death of an officer, with place, cause, day, and hour, will be reported without delay by his immediate commander direct to The Military Secretary of the Army. A duplicate of this report will be forwarded to department headquarters. When the death occurs away from the officer's station, in hospital or on leave, the medical officer, if one be present, or any officer having cognizance of the fact, will make the report.

84. Inventories in duplicate of the effects of deceased officers, as required by the one hundred and twenty-fifth Article of War, will be transmitted to The Military Secretary of the Army. If legal representatives take possession of the effects, the fact will be stated in the inventory.

85. If there be no legal representatives present to receive the effects, a list of them will be sent to the nearest relative of the deceased. At the end of two months, if not called for, they will be sold at auction and accounted for as in the case of deceased soldiers, except that swords, watches, personal papers, trinkets, and similar articles will be labeled with the name, rank, regiment, and date of death of the owner and sent through The Military Secretary to the Auditor for the War Department for the benefit of those legally entitled to them.

86. On the death of an officer in charge of public property or funds, his commanding officer will appoint a board of officers, three when practicable, which will inventory the same and make the customary returns therefor, stating accurately amounts and condition. These the commanding officer will forward to the chiefs of the bureaus to which the property or funds pertain, and he will designate an officer to take charge of such property or funds until orders in the case are received from the proper authority. Cash on hand may be invoiced by the board to the deceased

officer's successor, but balances to his credit with the Treasurer, an assistant treasurer, a designated depository, or a fiscal agent of the United States, over and above his outstanding checks, will be deposited to the credit of the Treasurer of the United States by the chiefs of bureaus when the board has reported to the bureaus the balances over and above such checks. The action herein prescribed will also be taken in the case of an officer in charge of public funds or property who becomes insane.

87. The remains of officers who die while on duty will be inclosed in coffins and, if the death occurred while on duty within the continental limits of the United States, will be transported to the nearest post or national cemetery for burial. The cost of such transportation is payable from the appropriation for Army transportation. The remains of officers who are killed in action, or who die at military camps or in the field or hospital in Alaska or at places outside the continental limits of the United States, or while on voyage at sea, will, if desired by relatives or friends, be transported to their homes for interment. The cost of transportation in these cases is payable from funds specially appropriated for that purpose. Other expenses of burial are limited to $75, and will be restricted to the cost of the casket, hire of hearse, and the reasonable and necessary expenses of preparing the remains for burial. If buried at the place of death the fact will be reported to The Military Secretary of the Army.

ARTICLE XIV.

Veterinarians, Cavalry and Artillery Corps.

88. Veterinarians are appointed by the Secretary of War, subject to competitive examinations as to eligibility, capacity, and fitness. The scope and conditions of such examinations will be announced in orders from time to time by the War Department.

89. A veterinarian has the pay of a second lieutenant, mounted, and is entitled to the same allowances in kind, of quarters, fuel and lights.

90. It shall be the duty of the veterinarian to visit at least daily all sick or injured animals at his station, and to recommend such treatment as he may deem proper. He will have access to the stables at all times. Upon request he will attend such authorized private horses of mounted officers as may need his services.

91. The veterinarian will instruct company farriers in the proper care of the horse. In this he will give especial importance to the anatomy and pathology of the foot, showing the nature and uses of all its parts, illustrating the subject by dissections and specimens. He will also teach the principles and practice of horseshoeing. For the purpose indicated he will make such visits of instruction to companies of the regiment or organization, not at his station, as may be deemed necessary by the regimental or proper artillery commander.

92. Wherever four or more troops of cavalry or batteries of field artillery are stationed, a suitable building may be set apart as a veterinary hospital.

ARTICLE XV.

The Post Noncommissioned Staff.

93. The post noncommissioned staff consists of master electricians, Artillery Corps, ordnance, post commissary, post quartermaster, and electrician sergeants. They are appointed by the Secretary of War after due examinanation, as follows: Master electricians Artillery Corps from the Army or from civil life; ordnance sergeants from sergeants of the line who have served at least eight years in the Army, including four years as noncommissioned officers, and who are less than 45 years of age; post commissary-sergeants from sergeants of the line who have served five

years in the Army, including three years as noncommissioned officers; post quartermaster-sergeants from sergeants of the line who have served four years in the Army; electrician sergeants from the Army or from civil life.

94. An application for appointment must be in the handwriting of the applicant, and will briefly state the length and nature of his military service, and for what time and in what organizations he has served as a noncommissioned officer. The company commander will indorse thereon the character of the applicant and his opinion as to his intelligence and fitness for the position. The application so indorsed will be submitted to the regimental or artillery district commander, who will forward the same, with his remarks as to the merits of the applicant, to The Military Secretary of the Army.

95. While the law contemplates in these appointments the better preservation of public property at the several posts, there is also a further consideration—that of offering a reward to faithful and well-tried sergeants, thus giving encouragement to deserving soldiers to hope for substantial promotion. Commanding officers can not be too particular in investigating and reporting upon the character and qualifications of applicants.

96. Regulations for the examination of applicants for appointment as post noncommissioned staff officers will be published from time to time in orders by the War Department.

97. A post noncommissioned staff officer will assist the officer of his department, and will not be detailed upon any service not pertaining to his proper position, unless the necessities of the service require such detail, in which case the post commander will note the fact, with reasons therefor, on the sergeant's personal report.

98. A noncommissioned staff officer at an ungarrisoned post or station will be responsible for the property of his own department, and for such other property as may be intrusted to him for safe-keeping. For all public property committed to his charge he will account to the heads of the staff departments concerned, and if the means at his disposal are insufficient for its preservation he will report the facts.

99. The military control of post noncommissioned staff officers serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their descriptive lists and accounts of pay and clothing will be kept. When they are discharged a copy of the descriptive list, upon which will be noted the fact of discharge, with the date, place, and cause, and the character given on the discharge certificate, will be forwarded to The Military Secretary of the Army.

100. Each post noncommissioned staff officer will make such personal reports as may be required by the head of the corps or department to which he belongs. The officer under whose orders these noncommissioned officers are serving will indorse on each separate report his opinion of the manner in which the noncommissioned officer has performed his duties, and the commanding officer will forward the report direct to the chief of the proper bureau or corps.

101. A post noncommissioned staff officer may be reenlisted, provided he shall have conducted himself properly and performed his duties in a satisfactory manner. If, however, his commanding officer should not deem the reenlistment to be for the best interest of the service he will communicate his reasons to The Military Secretary of the Army in time to receive the decision of the War Department before the soldier's discharge. If serving at an ungarrisoned post application for reenlistment will be made by the soldier to The Military Secretary through department headquarters. The reenlistment paper will immediately be forwarded direct to The Military Secretary, except in the case of soldiers stationed at ungarrisoned posts, in which case it

will be forwarded through department headquarters. A post noncommissioned staff officer will be furnished with a warrant signed by the chief of the proper bureau or corps. The warrant will remain in force so long as the soldier is continuously in the service, i. e., if he reenlists the day following that of his discharge. Every such reenlistment will be noted on the back of the warrant by the officer who reenlists the soldier, as follows: Reenlisted (date); warrant continued.

102. Post noncommissioned staff officers, though liable to discharge for inefficiency or misconduct, will not be reduced.

ARTICLE XVI.

Detached Soldiers: Descriptive Lists.

103. When an enlisted man is detached from his company, a descriptive list will be prepared and forwarded to his new commanding officer. On the descriptive list will be shown the pay due the soldier, the condition of his clothing allowance, and all information necessary to the settlement of his accounts with the Government. When it can be avoided, the descriptive list will not be intrusted to the soldier, but to an officer or noncommissioned officer under whose charge he may be, or it may be forwarded by mail. The date of the last vaccination of the soldier and its result will be noted on the descriptive list. Articles of ordnance equipment in possession of a detached soldier will be transferred as prescribed in paragraph 1564.

ARTICLE XVII.

Furloughs to Soldiers.

104. Furloughs in the prescribed form for periods of one month may be granted to enlisted men by commanding officers of posts, or by regimental commanders, if the companies to which they belong are under their control. A furlough will not be granted to a soldier about to be discharged; nor shall the number of enlisted men furloughed from any command exceed, at any time, five per cent of the enlisted strength present therewith.

105. The commander of a tactical division or separate brigade may grant furloughs to enlisted men for two months, the commander of a corps, territorial division or department for three months, or they may extend to such periods furloughs already granted. For a longer period than three months the authority of the War Department is necessary. Permission to delay may be granted to enlisted men traveling under orders as authorized for furloughs. The conditions under which furloughs to soldiers on reenlistment are authorized will be announced from time to time in orders.

106. The commanding officer of a corps, or of a separate command in the field, may suspend the granting of furloughs in any or all organizations within his command whenever, in his opinion, circumstances render it necessary, or advisable, or for the best interests of the service.

107. The approval of the War Department must be obtained to allow an enlisted man on furlough to leave the United States to go beyond the sea. The limits prescribed will be stated in the furlough, and if exceeded, it may be revoked and the soldier arrested. A company commander in forwarding an application for furlough will state previous absences on furlough that are of record in the company. The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) will be cited on the face of the furlough by the officer granting it.

108. On the application of a soldier on furlough, made at a military station and showing clearly the urgency of his case, the department commander may order transportation and subsistence to be furnished to enable him to rejoin his proper

station, and the company commander will charge the cost thereof against the soldier's pay on the next muster and pay rolls, in accordance with paragraphs 1117 and 1262. The date of the application will be entered on the furlough.

109. Furloughs granted to enlisted men serving in Porto Rico, Hawaii, Guam, the Philippine Islands, Alaska, or at any station beyond the continental limits of the United States, for the purpose of returning thereto, will take effect on the dates they reach the United States, which will be indorsed on the furloughs by the transport quartermaster if travel is by United States transport; otherwise the certificate of the captain, purser, or other proper officer of commercial steamer upon which journey is made, as to date of arrival in home port will be indorsed thereon. The furloughs will direct the soldier to report for duty at the close of the last day thereof at the military post nearest the particular home port from which transports or commercial steamers usually sail for the islands or stations above referred to, and the commanding officers of these posts will assign such enlisted men to organizations under their command for the purpose of subsistence during the time they are detained at their posts, and they will be returned to their proper stations by the first available transport, or commercial steamer if there are no United States transports sailing to destination. Commanding officers will cause notation to be made on the furloughs showing the dates when the men report at their posts and at the proper time will issue the necessary orders directing them to rejoin their stations, reciting therein the date of their arrival in the United States, date of reporting at post, and whether or not commutation of rations has been paid. A copy of the order will be furnished to the soldier and to the commanding officer concerned. The quartermaster and commissary of the transport, or proper officer of commercial steamer on which these enlisted men return, will indorse on such orders the dates during which they were subsisted aboard the transport or commercial steamer. The order will be retained by the enlisted man, who will deliver it to his commanding officer as evidence of his authority to be absent from his post during the time required for travel in rejoining the same.

110. When the station of an enlisted man is changed while he is on furlough, he will, on joining his new station, be entitled to travel allowances for the excess of distance from the place of receipt of the order to the new station over the distance to his old station. A soldier who has returned to the station from which furloughed, his company having changed station during his absence, is entitled to transportation at the expense of the Government from the old to the new station of his company. Charges for transportation furnished to enlisted men on furlough, in pursuance of paragraph 108, will be adjusted in accordance with the requirements of this regulation.

111. Soldiers on furlough will not take with them their arms or accouterments, and no payments will be made to them without authority from the War Department.

ARTICLE XVIII.

Transfer of Enlisted Men.

112. Transfers of enlisted men will be made for cogent reasons only. They will be effected as follows:

1. In the same regiment, detached battalion, or artillery district, not involving change of station, by its commander; in cases involving change, by its commander with the approval of the authority competent to direct the necessary travel.

2. From one organization of the line of the Army to another serving in the same tactical or territorial division, by the division commander.

3. From the line of the Army to the Hospital Corps, as prescribed in the article relating to the Medical Department.

4. In all other cases by the War Department.

113. A transfer will take effect on the date of the receipt of the order at the post where the soldier is serving, and a descriptive list and account of pay and clothing showing that date will be forwarded to the commanding officer of the company or detachment to which the soldier is transferred. The actual date of transfer will be stated on the roll upon which the soldier is first paid after transfer.

ARTICLE XIX.

Deserters.

114. When a soldier deserts, his immediate commanding officer will at once ascertain if any public property has been lost in consequence thereof, and, if so, will proceed as in the case of property lost or destroyed, and the value of the articles lost will be charged against the deserter on the next muster rolls of his company.

The charges will also be made on the pay roll. A copy of the approved report of the surveying officer will accompany the return to which the property pertains.

115. The company or detachment commander will turn over the clothing abandoned by a deserter to the quartermaster, with a certificate showing its condition and the name of the deserter to whom it belonged. In no case will the money or proceeds of the sale of effects of a deserter be turned over to his relatives, nor any payment made therefrom by an officer on any account whatsoever. All other personal effects of a deserter will be disposed of as in the case of unclaimed effects of deceased soldiers—i. e., they will be sold by a council of administration and the proceeds of the sale deposited with a paymaster. Money received from a paymaster for a soldier who deserts after signing the pay rolls, will be turned over at once to a paymaster as undrawn forfeited pay.

The paymaster's receipt for the money deposited as above should clearly specify the nature of the deposit—i. e., whether for the proceeds of sale of effects, or whether for the undrawn pay of a soldier who has deserted—and the officer responsible should furnish the paymaster with the necessary information. Money or other valuables found upon an apprehended deserter are his personal property and will not be turned over to a paymaster.

116. Whenever a desertion occurs at a post, the commanding officer will cause a number of descriptive lists of the deserter to be prepared on the special form prescribed, copies of which will be sent at once to such marshals, sheriffs, and police officers as the commanding officer may deem proper; also to the officer in charge of any recruiting station at or near the deserter's place of enlistment, who will distribute them to the best advantage among civil officers in that vicinity authorized by existing law to summarily arrest deserters from the Army.

117. A post commander will promptly notify The Military Secretary of the Army, direct, of every desertion from his command, giving the full name, company, and regiment of the deserter, with dates of enlistment and desertion.

118. When a soldier deserts from or when a deserter is received at a post other than the station of his company or detachment, the commanding officer of the post will report the fact to the commanding officer of the company or detachment, with date and place of desertion, apprehension, or surrender, and such additional data as he may possess requisite to the preparation of charges. If, however, a deserter whose company or detachment is stationed in Alaska or beyond the continental limits of the United States is received at a station within the United States, a similar report will also be made to the War Department.

119. A reward of fifty dollars will be paid to any civil officer having authority to arrest offenders, for the apprehension and delivery to the proper military authorities at a military station, or at some convenient point agreed upon, of any deserter from the military service, except such as can claim exemption from trial under the statute of limitations. The reward will be paid by the Quartermaster's Department, and will

be in full satisfaction of all expenses for arresting, keeping, and delivering the deserter. The quartermaster making the payment will report the fact to the commander of the company or detachment to which the deserter belongs.

120. When enlisted men are sent in pursuit of a deserter, the expenses necessarily incurred will be paid whether he be apprehended or not, and will be reported as in payment of rewards. Should a written order be issued for this duty and a transportation request be furnished the party in pursuit, the name, rank, company, and regiment of the deserter will be stated in the order and also noted on the request.

121. Deserters received at recruiting stations, if physically fit for service, will be sent at once to such military posts as the commander of the department may designate; provided, however, that recruit deserters and deserters physically disqualified for service will be held at the recruiting stations, and direct telegraphic report made to The Military Secretary of the Army with request for instructions. The necessary transportation will be furnished by the Quartermaster's Department.

122. When a report is received of the apprehension or surrender of a deserter at a post other than the station of his company, his company commander will immediately forward his descriptive list and account of pay and clothing, accompanied by a complete set of charges against the deserter, to the officer making the report. The papers enumerated will be furnished by the War Department in cases reported to it under paragraph 118.

123. When a deserter surrenders or is delivered at a military post the post commander will cause immediate inquiry to be made in regard to dates of enlistment and desertion, and if these indicate that trial is barred by law, and the deserter claims to have been within the limits of the United States during two years of his absence in desertion and there is no attainable evidence in disproof thereof, will require him to file an affidavit asserting his claim, will immediately set him at liberty with instructions to apply by letter to The Military Secretary of the Army for a "deserter's release," and will then report his action direct to The Military Secretary, transmitting with the report the affidavit above mentioned.

124. The commanding officer will cause an enlisted man apprehended or surrendering as a deserter, and whose trial for desertion is not barred by the statute of limitations, to be examined by a medical officer at the post where he is received, and a report of this examination will be forwarded to department headquarters, with the charges for desertion. If, on account of disease, age, or other permanent disability, the man is found unfit for service, the report, with the department commander's recommendation thereon, will be forwarded to The Military Secretary of the Army. If the examination shows that the man is fit for service, the department commander will bring him to trial, or otherwise dispose of the case, as the interests of the Government may dictate.

125. Rewards or expenses paid for apprehending a deserter, and the expenses incurred in transporting him from point of apprehension, delivery, or surrender to the station of his company or detachment, or to the place of his trial, including the cost of transportation of the guard, will be set against his pay upon conviction of desertion by a court-martial, or upon his restoration to duty without trial. A soldier convicted by a court-martial of absence without leave will be charged with the expense incurred in transporting him to his proper station. The transportation and subsistence of witnesses will not be charged against a deserter.

126. If a soldier be brought to trial under a charge of desertion and acquitted, or convicted of absence without leave only, or if the sentence be disapproved by proper authority, any amount paid as a reward for his arrest will not be stopped against his pay unless, in case of conviction of absence without leave, the sentence of the court shall so direct. The sentence in such case should direct the charge to take the form of a stoppage, not a forfeiture, thus allowing the amounts to be credited as a reimbursement.

127. A reward of fifty dollars will be paid to any civil officer or citizen for the capture and delivery at any military post or station, or at some convenient point agreed upon, of an escaped general prisoner. The reward will be paid by the Quartermaster's Department, and will be in full satisfaction of all expenses for arresting, keeping, and delivering the escaped general prisoner.

The payment will be reported to the commanding officer of the post or station from which the prisoner escaped, and this officer will inform The Military Secretary of the Army of the date of escape and the date and place of capture.

128. Deserters will be brought to trial with the least practicable delay. While awaiting trial they will receive no pay, nor will they be permitted to sign pay rolls, and will be required to wear the clothes worn at the time of arrest, unless it should be imperative to issue other clothing, when, as far as practicable, only deserters' or other unserviceable clothing will be issued.

129. A deserter will make good the time lost by desertion, unless discharged by competent authority. He will be considered again in service from the date of his apprehension or surrender; but if a deserter enlists while in desertion, his services under such unlawful enlistment will not be counted as making good any of the time lost by desertion.

130. A deserter will not be restored to duty without trial except by authority competent to order his trial; such restoration, being ordered only in case the desertion is admitted, does not remove the charge of desertion or relieve the soldier from any of the forfeitures attached to that offense; he must make good the time lost by desertion, refund the reward and expenses paid for apprehension and delivery, and forfeit pay while absent. The same authority is competent to set aside a charge of desertion as having been erroneously made, and his order to this effect operates to remove the charge of desertion and all stoppages and forfeitures arising therefrom.

131. An enlisted man who absents himself from his post or company without authority will forfeit all pay and allowances accruing during such absence, and upon conviction by court-martial make good the time lost. No man will be reported a deserter until after the expiration of ten days (should he remain away that length of time), unless the company commander has conclusive evidence of the absentee's intention not to return; but commanding officers will take steps to apprehend soldiers absent without leave as soon as that fact is reported. Should the soldier not return, or not be apprehended, within the time named, his desertion will date from the commencement of the unauthorized absence. An absence without leave of less than one day will not be noted upon the muster rolls.

132. Soldiers not charged with crime, discovered to be deserters from the Navy or Marine Corps, will be dropped from the rolls of the Army. In such cases, reports with descriptive lists will be forwarded to The Military Secretary of the Army by the proper commanding officer, who will hold the men in confinement without pay, awaiting instructions regarding their disposition. Deserters from the Navy will not be received at military posts.

ARTICLE XX.

Retirement of Enlisted Men.

133. When an enlisted man shall have served as such for thirty years, either in the Army or the Marine Corps and the Army, he may apply to The Military Secretary of the Army for retirement. Upon the approval of the application an order will be issued from the War Department transferring him to the retired list and directing that transportation in kind to his home and commutation of subsistence during necessary travel be given him.

Service as a commissioned officer of the United States Volunteers organized in 1898 and 1899 or of the Porto Rico Provisional Regiment, or if such service commenced

on or before March 2, 1903, of the Philippine Scouts, will count for the purpose of retirement as an enlisted man as though rendered as such, and length of war service with the Army in the field, or with the Navy or Marine Corps in active service (either as volunteer or regular) during the war of the rebellion and actual service in China, Cuba, the Philippines, the Island of Guam, Alaska, or Panama, or prior to April 23, 1904, in Porto Rico, will be doubled in computing the thirty years' service necessary to entitle an enlisted man to be retired.

134. Upon receipt of the order for retirement, the soldier's immediate commanding officer will furnish him with final statements, closing his accounts of pay, deposits, and all allowances other than those of travel, as of the date of the receipt of the order; he will forward to The Military Secretary of the Army a descriptive list (in duplicate), noting thereon the fact that final statements have been given, the reenlistment or the continuous-service pay per month for which the soldier was last mustered, and his post-office address for the next thirty days. The descriptive list will bear the soldier's signature, or, if he can not write, a statement to that effect. The final statements and descriptive lists must state the date to which subsistence has been furnished, also whether subsistence while traveling home has been furnished, and, if so, for what dates. A discharge certificate will not be given, but the soldier will be dropped from the rolls of his command with appropriate explanatory remarks. The Pay Department will be notified and furnished with the soldier's signature, as in case of discharge.

135. On the last day of every calendar month each retired enlisted man will report to The Military Secretary of the Army his post-office address. Blank forms for personal reports, with official penalty envelopes, will be furnished retired enlisted men upon application to The Military Secretary. Blank pay accounts will be furnished by the paymaster who pays them.

136. The authorized pay and allowances of retired enlisted men will be paid them monthly by the Pay Department. Their pay will be three-fourths of the monthly pay allowed them by law in the grade held when retired, including reenlisted and continuous-service pay then received. No deduction will be made except the monthly tax of twelve and a half cents for support of the Soldier's Home. They are not entitled to commutation for fuel or quarters, but will receive commutation for subsistence and clothing at the rate of nine dollars and fifty cents per month.

137. The Military Secretary of the Army will furnish a descriptive list to each enlisted man on the retired list, who will forward the same at the end of each calendar month, with pay accounts signed in duplicate, to such paymaster as the chief paymaster of the department in which the soldier resides may designate. The paymaster will note the fact of payment on the descriptive list. If the soldier can not write, his mark should be witnessed by a commissioned officer, if practicable; otherwise by some well-known person, preferably the postmaster of his place of residence.

ARTICLE XXI.

Discharges. Certificates of Disability.

DISCHARGES AND FINAL STATEMENTS.

138. An enlisted man will not be discharged before the expiration of his term except:

1. By order of the President or Secretary of War.
2. By sentence of a general court-martial or military commission.
3. On certificate of disability, or under rules governing discharge by purchase, by direction of the commander of a territorial department or army in the field.
4. In compliance with an order of one of the United States courts, or a justice or a judge thereof, on a writ of habeas corpus.

139. When an enlisted man is discharged his company commander will furnish him with final statements, in duplicate, or a full statement in writing of the reasons why such final statements are not furnished. Final statements will not be furnished a soldier who has forfeited all pay and allowances and has no deposits due him. When the discharge is made on certificate of disability the ascertained disability, as recited in the certificate, must be given in the final statements as the reason or cause for discharge.

140. Whenever an enlisted man is discharged from the Army prior to the expiration of his term of service the actual cause of discharge will be stated in the order directing the same and noted on the final statements. Officers signing final statements will be careful to see that these notations are made in all cases, as the cause of discharge determines the soldier's right to travel allowances, and the mere quotation of the number and date of the order upon which discharge is based is insufficient as a guide to proper payment.

141. When an enlisted man is discharged by expiration of service his discharge will take effect on the last day thereof; i. e., if enlisted on the second day of the month his term will expire on the first day of the same month in the last year of his term of enlistment.

142. Rules governing discharge by purchase and by favor will be published from time to time by the War Department.

143. An enlisted man, a resident of the United States, who is discharged while serving in Alaska or outside of the continental limits of the United States, though under circumstances not entitling him to travel allowances, will, if practicable, be brought to the United States on a U. S. transport at the expense of the Government. Transportation will be furnished at the convenience of the Government and, in the case of men discharged by way of punishment for offenses or because of confinement by civil authorities, the privilege will be forfeited unless it is made use of at the first opportunity.

144. Transcripts from records of civil courts need not accompany applications for discharge of enlisted men sentenced to imprisonment by such courts. The official statement of the company commander to that effect is sufficient.

145. A soldier, on his discharge from the service, will be given a certificate of discharge signed by a field officer of his regiment or corps, or by the commanding officer when no field officer is present. When more than one field officer of the regiment or corps is present, the commanding officer may designate the particular field officer to perform this duty, and in any case the commanding officer may require the discharge to be submitted to him before delivery to the soldier.

146. The character given on a discharge will be signed by the company or detachment commander, and great care will be taken that no injustice is done the soldier. If the soldier's service has been honest and faithful, he will be entitled to such character as will warrant his reenlistment—that is, to character at least "good." Where the company commander deems the service not honest and faithful, he shall, if practicable, so notify the soldier at least thirty days prior to discharge, and shall at the same time notify the commanding officer, who will in every such case convene a board of officers, three if practicable, to determine whether the soldier's service has been honest and faithful. The soldier will in every case be given a hearing before the board.

If the company commander is the commanding officer, he will report the facts to the next higher commander, who will convene the board. The finding of the board, when approved by the convening authority, shall be final. Discharge without honor on account of "service not honest and faithful" will be given only on the approved finding of a board of officers as herein prescribed.

When an honorable discharge is given following the action of the board, the fact will be noted on the discharge and on the muster rolls.

The proceedings of boards convened under this paragraph, showing all the facts pertinent to the inquiry, will be forwarded by the reviewing authority direct to The Military Secretary of the Army.

147. The place of enlistment will be given under remarks, on back of discharge certificate; and when in the opinion of the company commander the circumstances warrant it, notation will be made that the soldier is fitted for a commission in the United States Volunteers, giving his special qualifications.

148. Blank forms for discharge and final statements will be furnished by The Military Secretary of the Army, and will be retained in the personal custody of company commanders. Those for discharge will be of three classes: For honorable discharge, for dishonorable discharge, and for discharge without honor. They will be used as follows:

1. The blank for honorable discharge when the soldier's service has been honest and faithful, in which case he would be entitled to character at least "good." Where the soldier's conduct has been such as to warrant his reenlistment, his service has been honest and faithful and he is entitled to character at least "good."

2. The blank for discharge without honor when a soldier is discharged:

(*a*) Without trial, on account of fraudulent enlistment.

(*b*) Without trial, on account of having become disqualified for service, physically or in character, through his own misconduct.

(*c*) On account of imprisonment under sentence of a civil court.

(*d*) Where the service has not been honest and faithful; that is, where the service does not warrant his reenlistment.

(*e*) When discharge without honor is specially ordered by the Secretary of War for any other reason.

3. The blank for dishonorable discharge, for dishonorable discharge by sentence of a court-martial or military commission.

149. Discharge certificates will not be made in duplicate. Upon satisfactory proof of the loss of a discharge, or of its destruction, without the fault of the person entitled to it, the War Department may issue to such person a certificate of service, showing date of enlistment in and discharge from the Army and character given on discharge certificate. Discharge certificates must not be forwarded to the War Department in correspondence unless called for.

150. The discharge of a soldier takes effect on the date of notice to him of such discharge, either actual, by delivery of the certificate of discharge, or constructive, as where such delivery can not be made owing to his absence for his own convenience or through his own fault, in which case the receipt of the discharge at his proper station will be deemed sufficient notice. The date of discharge on the final statements must be the same as that on the discharge certificate.

151. Upon the discharge of a soldier his commanding officer will place on his discharge certificate above the line for "Previous service" the following remark:

"Continuous service at date of discharge, ———— years, ———— months, ———— days."

Upon reenlistment the recruiting officer will place the same information upon the descriptive and assignment card and give the date of last discharge.

152. If a soldier be discharged while absent from his company a complete descriptive list, giving date, place, cause, and the character given on the discharge certificate, will be sent by the officer giving the discharge to the soldier's company commander.

153. In order to prevent payment on fraudulent discharge papers, the officer who prepares the final statements of a soldier will, at least one week before the discharge takes effect, send by mail to the paymaster to whom the soldier may wish to apply for payment a notification, stating therein the date of last payment to the soldier and his credits and debits, both in words and figures. The officer will also send the

soldier's signature, or will report that the soldier can not write his name. Blank forms for this notification will be supplied by The Military Secretary of the Army. The officer issuing the final statements will inform the discharged soldier of the name and location of the paymaster to whom he shall apply for payment.

It should be borne in mind that overpayments caused by erroneous final statements will be charged against the officer who signed the final statements.

154. A dishonorable discharge from the service is a complete expulsion from the Army, and covers all unexpired enlistments.

155. When a soldier is sentenced by court-martial to confinement without dishonorable discharge, for a period extending beyond the expiration of his term of enlistment, he will be discharged, honorably or without honor, on the date of the expiration of the term of enlistment, but will be held to serve out his sentence, the certificate of discharge being delivered to him on his release from confinement. When, however, a soldier's term of enlistment expires while he is awaiting trial or sentence he will be discharged (honorably, without honor, or dishonorably, according to circumstances) on the date of the receipt of an order publishing the case or otherwise disposing of it, and the discharge will be dated accordingly.

156. When transportation in kind is furnished a discharged soldier to enable him to reach a paymaster the quartermaster will note on the final statements that "transportation in kind from ——— to ——— has been furnished," stating the cost thereof, which will be deducted by the paymaster. If a soldier, discharged at the place of his enlistment, be furnished with transportation to enable him to reach a paymaster the cost thereof will be ascertained and noted on his final statements, to be deducted by the paymaster.

CERTIFICATES OF DISABILITY.

157. When an enlisted man is permanently unfitted for military service because of wounds or disease he should, if practicable, be discharged on certificate of disability before the expiration of the term of service in which the disability was incurred. The certificate of disability will be prepared by the post surgeon and will be filled out in his handwriting. Blank forms will be furnished by The Military Secretary of the Army, and the directions thereon will be strictly complied with.

158. When an application for discharge is approved, the post or regimental commander will furnish to the surgeon by whom the certificate was given, or to the senior surgeon of the command to which the soldier was attached at the time of his discharge, a letter setting forth the full name and rank of the soldier, the company and regiment to which he belonged, the date of discharge, and the cause thereof as stated in the certificate. The surgeon, having made a true copy of the letter for the completion of his own records, will forward the original to the Surgeon-General direct.

159. As disability occurring in the service is usually made the basis of a claim for pension, special care will always be taken to state in the certificate the degree of disability, to describe particularly the disability, wound, or disease, the extent to which it deprives the soldier of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor. If such disability was incurred in the line of duty, and the soldier declined treatment for the relief of such disability where treatment was directed, that fact will be set forth in the certificate for the information of the Pension Office.

ARTICLE XXII.

DECEASED SOLDIERS.

160. In case of the death of any soldier, it shall be the duty of his immediate commander to secure his effects and to prepare the inventory required by the One hundred and twenty-sixth Article of War, according to prescribed form, and to

notify nearest relative of the fact of death. Duplicates of the inventory, with final statements, will be forwarded direct to The Military Secretary of the Army.

161. Officers charged with the care and custody of the effects of deceased soldiers are required, under the provisions of the One hundred and twenty-seventh Article of War, to deliver the same, or the net proceeds thereof, to the legal representatives of the deceased. Should the effects of a deceased soldier not be claimed within a reasonable time, they will be sold by a council of administration under the authority of the post commander, and the proceeds transferred to the commander of the company to which the deceased belonged, by whom they will be deposited with a paymaster to the credit of the United States. Duplicate receipts will be taken, one of which will be sent direct to The Military Secretary of the Army, and the other retained with the company records. The paymaster's receipt for the money deposited as above will clearly specify the nature of the deposit—i. e., whether for the proceeds of the sale of the effects or whether for the undrawn pay of a soldier who has died—and the officer responsible will furnish the paymaster with the necessary information. There is no authority for officers to pay the debts of deceased soldiers. Watches, trinkets, personal papers, and keepsakes will not be sold, but will be labeled with the name, rank, and organization of the owner and sent through The Military Secretary to the Auditor for the War Department for the benefit of those legally entitled to them.

162. In all cases of sale by a council of administration a detailed statement of the proceeds, duly certified by the council and commanding officer, will accompany the paymaster's receipt forwarded by the company commander to The Military Secretary of the Army. The statement will be indorsed: "Report of the proceeds of the effects of ——— ———, late of company ——, ——— regiment of ———, who died at ——— the —— day of ———, ———."

163. The effects will be delivered, when called for, to the legal representatives of the deceased, and the receipts therefor forwarded to The Military Secretary of the Army. Applications for arrears of pay and proceeds of sale of effects of deceased soldiers should be addressed to the Auditor of the Treasury for the War Department, Washington, D. C.

164. The accounts of deceased soldiers are settled by the Auditor of the Treasury for the War Department, and the following is the order of distribution adopted by the Treasury Department, viz: (1) widow, (2) children, in equal share, (3) father, (4) mother, (5) brothers and sisters, in equal share. Officers are advised that, in the cases of single men, it is a safe rule to dispose of the effects as prescribed in paragraph 161 and leave the responsibility of distribution to the Treasury Department.

165. The remains of deceased enlisted men, other than those on the retired list, will be inclosed in coffins and transported by the Quartermaster's Department to the nearest military post or national cemetery for burial, unless the commanding officer deems burial at place of death to be proper, when a full report of the facts and reasons will be made to The Military Secretary of the Army. The expense of transporting the remains to the nearest post or national cemetery is payable from the appropriation for Army transportation. In the case of an enlisted man who has been killed in battle, or who has died at a military camp or in the field or hospital in Alaska or at a place outside the continental limits of the United States, or while on voyage at sea, the remains may, if desired by the relatives, be transported to the home of the deceased for interment. The cost of such transportation will be paid from funds specially appropriated by Congress for that purpose. The expense of burial, other than the cost of transportation, will be limited to $35 for each enlisted man, and will be restricted to the cost of the casket, hire of a hearse, and the reasonable and necessary expenses of preparing the remains for burial.

ARTICLE XXIII.

WORKING PARTIES. EXTRA AND SPECIAL DUTY MEN.

166. Troops will not be employed in labors that interfere with their military duties except in cases of necessity.

167. Enlisted men detailed to perform specific services which remove them temporarily from the ordinary duty roster of the organization to which they belong will be reported on extra duty if receiving increased compensation therefor, otherwise on special duty. They will not be placed on extra duty, except as bakers or to perform the necessary routine services in the Quartermaster's and Subsistence Departments, without the sanction of the department commander; they will not be employed on extra duty in time of war, nor in time of peace for labor in camp or garrison which can properly be performed by fatigue parties. Allotments of funds for payment of extra-duty men at department headquarters and depots under the control of department commanders will only be made with the approval of the Secretary of War. Duty of a military character must be performed without extra compensation.

168. Enlisted men detailed by name on extra duty and employed under competent authority at constant labor for not less than ten days are entitled in time of peace to receive extra-duty pay at the following rates: For services as mechanics, artisans, and school-teachers, fifty cents per day; as bakers, according to paragraph 333; as overseers, clerks, teamsters, laborers, and for all other extra-duty services, thirty-five cents per day. Enlisted men receiving or who are entitled to the twenty per cent increased pay for foreign service as provided by law are not entitled to extra-duty pay.

169. The detail of a noncommissioned officer on extra duty, other than that of overseer, will not be made except in cases of emergency without the prior approval of the department commander. A noncommissioned officer will not be detailed on any duty inconsistent with his rank and position in the military service.

170. Noncommissioned staff officers and enlisted men of the several staff departments will not be detailed on extra duty without authority from the War Department. They are not entitled to extra-duty pay for services rendered in their respective departments.

171. Company artificers, farriers and blacksmiths, saddlers, and wagoners will not receive extra-duty pay unless detailed on extra duty in the Quartermaster's Department, wholly disconnected from their companies.

172. Soldiers on extra duty will be paid the extra rates of pay allowed by law for the duty performed, and for the exact number of days employed; and no greater number of men will be employed on extra duty at any time than can be paid the full legal rates for the time employed from the funds provided. Payments made in violation of the above rules will be charged against the officers who ordered the details.

173. Extra and special duty men will attend as many inspections, drills, and other duties as the commanding officer deems practicable, unless specifically excused by higher authority.

174. Extra-duty men will be held to such hours of labor as may be expedient and necessary; but, except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work. For all hours employed beyond that number, the soldier will receive additional compensation—the extra hours being computed as fractions of a day of eight hours' duration.

175. Separate allotments for extra duty and unclassified civil labor in departments will be announced from the War Department at the beginning of each fiscal year. The department commander will determine all matters incident thereto at each post in his department. The expenditures must be within the allotments and limited to the absolutely necessary demands of the service.

ARTICLE XXIV.

SOLDIERS' HOME.

176. An honest and faithful service of twenty years in the Army entitles a soldier to admission to the Soldiers' Home, Washington, D. C.

177. When a soldier, by reason of long service, or disability contracted in the line of duty, desires to enter the Soldiers' Home, his company commander will so report, through military channels, to The Military Secretary of the Army, giving all the details necessary for a full understanding of the case, including the date of each enlistment, with company and regiment. If the soldier be physically disabled, the report will be accompanied by certificates of disability. The papers will be referred to the Board of Commissioners of the Home, and if, in its opinion, the soldier is entitled to become an inmate, the necessary authority will be given for his discharge at the place where he is serving. He may then proceed to Washington and report to the Board of Commissioners for admission to the Home.

178. Transportation to the Home will not be furnished except by authority of the War Department, on the application of the Board of Commissioners; and in such case the officer who pays the account will, as soon as payment is made, forward the original account to the Quartermaster-General, with a letter of transmittal, in which he will state that the account is forwarded so that it may be referred to the treasurer of the Soldiers' Home for repayment to the Quartermaster's Department. The paying officer will take credit for the amount paid on his accounts for the month, and will note thereon the fact that the account was forwarded to the Quartermaster-General, on a specified date, for the purpose aforesaid.

179. Commanding officers will not order the issue of clothing or subsistence to be repaid from the funds of the Home.

ARTICLE XXV.

MEDALS OF HONOR AND CERTIFICATES OF MERIT.

180. Medals of honor authorized by Congress are awarded to officers and enlisted men in the name of the Congress for particular deeds of most distinguished gallantry in action.

1. In order that the medal of honor may be awarded, officers or enlisted men must perform in action deeds of most distinguished personal bravery or self-sacrifice above and beyond the call of duty so conspicuous as clearly to distinguish them for gallantry and intrepidity above their comrades, involving risk of life or the performance of more than ordinarily hazardous service, and the omission of which would not justly subject the person to censure as for shortcoming or failure in the performance of his duty. The recommendations for the medal will be judged by this standard of extraordinary merit, and incontestable proof of the performance of the service will be exacted.

2. For most distinguished gallantry in action a medal of honor can be awarded to a person, regardless of whether he is in the military service or not, provided he was at the time of the gallant act or acts an officer, noncommissioned officer, or private in the Army of the United States.

3. Consideration of cases will be confined to those in which a specific recommendation for the award of a medal of honor was made or shall be made at the time of the action or within one year thereafter. The testimony in support of such recommendation must, when practicable, embrace that of at least two eyewitnesses, and must be in the form of certificates from officers and affidavits from enlisted men and others, describing specifically the act or acts of gallantry performed.

4. Commanding officers will thoroughly investigate all cases of recommendation for medals of honor arising in their commands, and indorse their opinion upon the papers, which will be forwarded to The Military Secretary of the Army, through regular channels.

181. When any enlisted man of the Army shall have distinguished himself in the service, the President may grant him a certificate of merit, on the recommendation of the commanding officer of the regiment or chief of corps to which such man belongs.

1. A certificate of merit can only be granted upon a recommendation therefor made, while the person to whom the grant of the certificate is recommended was in the military service of the United States as an enlisted man, by the officer who, at the time such enlisted man distinguished himself, was commanding the regiment or was chief of the corps to which the enlisted man belonged.

2. The word "corps" as used in this article is construed to mean any corps, staff corps, or department of the Army.

3. Unless the officer in immediate command of a regiment or corps at the time an enlisted man thereof distinguished himself has specifically recommended the award of a certificate of merit to that man, such certificate can not be granted to him upon the recommendation of any superior commander or of any other officer.

4. Consideration of cases will be confined to those in which a specific recommendation for the grant of a certificate was made or shall be made at the time of the act or within one year thereafter.

182. Recommendations for a certificate of merit must be based upon the statement of an eyewitness, preferably the immediate commander. The act or acts by which the enlisted man distinguished himself must be specifically described, and when the recommendation is made by a commissioned officer who was an eyewitness it must be so stated. When a commissioned officer was not an eyewitness the testimony, when practicable, of at least two eyewitnesses who so describe themselves must accompany the recommendation. Each case will be submitted separately, and forwarded through the regular channels, with the views or recommendations of each commander indorsed thereon, including the commanding officer of the regiment, or chief of the corps to which the enlisted man belongs.

183. Extra pay at the rate of two dollars per month from the date of the distinguished service is allowed to each enlisted man to whom a certificate of merit is granted.

184. If the soldier be discharged before the certificate is issued it will be retained in the Office of The Military Secretary until called for, when proof of the identity of the applicant will be required. Should he die before receiving his certificate, it will be deposited in the office of the Auditor for the War Department for delivery to those legally entitled to it.

185. Neither a medal of honor nor a certificate of merit will be awarded in any case, when the service of the person recommended, subsequent to the time he distinguished himself, has not been honorable.

ARTICLE XXVI.

Territorial Divisions and Departments.

186. Territorial divisions and departments are established and their commanders assigned by direction of the President.

187. The commander of a territorial division or department commands all the military forces of the Government within its limits, whether of the line or staff, which are not excepted from his control by the War Department. The Army War College, the Staff College, the Engineer School, the Artillery School, the School of Submarine Defense, the Infantry and Cavalry School, the Signal School, and the School of Application for Cavalry and Field Artillery in all that pertains to the courses of

instruction or their separate organization and administration as schools; the Military Academy, the Army Medical School at Washington, District of Columbia, the arsenals, the general depots of supply, the general service recruiting stations, general hospitals, such permanent fortifications as may be in process of construction, and officers employed on special duty under the Secretary of War are exempted from the supervision of such commanders. But in the matter of trials by court-martial all officers and enlisted men stationed within a department remain, notwithstanding the exemptions of this regulation, under the jurisdiction of the department commander, to whom charges will be forwarded through the usual channels.

When an emergency demands, all military men and material within the geographical limits of their commands come under the supervision of division and department commanders.

188. Purchasing commissaries and quartermasters, officers on duty at general depots of supply, and others indicated in the preceding paragraph, whether reporting by letter to department commanders or not, are subject to their orders for court-martial or other temporary duty, in an emergency only; such officers, together with those on duty directly connected with the schools mentioned in paragraph 187, shall not be detached without orders from the War Department.

189. The duties of the division commander pertain to the higher functions of command. He originates, directs, or approves military operations within his several departments, and in case of emergency may transfer troops from one to another requiring reenforcements. He has supervision over all essentially military matters within his division not reserved to other authority, particularly the inspection of troops in order to see that they are at all times properly supplied, equipped, instructed, disciplined, and prepared for active service; designates the time for target practice in his several departments, examines and consolidates reports of the same, and issues the necessary orders for holding target competitions within his division, and superintends, under direction of the War Department, garrison schools. He will have immediate charge of the inspections necessary to carry out, for all the organized militia belonging within the limits of his division, the provisions of section 14 of the militia act, approved January 21, 1903; and to assist in this duty, all officers of the Army, active or retired, on duty with the organized militia within the limits of his division, will report to him and will send through him their reports of inspections under said section 14. Reports and returns of the organized militia which may be required under the provisions of section 12 of the act of January 21, 1903, will be referred by the War Department to the division commanders for their information, to be returned to the War Department for file.

From his own inspections and those of his inspectors the division commander will from time to time convey to the Chief of Staff such information of affairs in the division as may be useful to the War Department.

190. A department commander is charged with the administration of all the military affairs of his department except as otherwise provided in paragraphs 187 and 189. He will from time to time report for the information of the division commander all matters relating to the general welfare of his command over which the division commander exercises control, including such changes of station of troops as he may deem desirable, but will obtain the necessary approval before ordering the movement. If it be necessary to move troops to meet emergencies, such movements and all the circumstances will be reported at the earliest possible moment. He is primarily charged with the sanitation of posts and camps, and with the discipline, shelter, supply, and instruction of the troops of his command, conforming to regulations and orders of the War Department. Correspondence respecting these matters which require the action of superior authority will be direct with the War Department, except in the Philippines Division.

191. Each department commander will inspect the troops under his command at least once each year, and for this purpose he may be accompanied by one officer of his personal or the department staff. He will assure himself by personal examination and observation that all officers and men under his control are efficient in the performance of duty; that the troops are thoroughly drilled and instructed in their field duties and tactical exercises; that supplies are properly distributed; that proper care is exercised in the purchase and preservation of public property; and that strict economy is exercised in all public expenditures. In his annual report the results of these inspections will be summarized. From time to time he will report, for the information of the War Deparment, the names of any and all officers belonging to his command who are believed to be permanently incapable, from any cause, of performing the duties of their several grades, both in garrison and in active service. He will also report any errors, irregularities, or abuses requiring the action of higher authority.

192. Division and department commanders are expected to determine controversies arising within the limits of their jurisdiction and decide questions referred to them on appeal.

193. In the event of the death, or disability, of the permanent commander of a territorial division or department, or his temporary absence from the limits of his command, the senior line officer present and on duty therein will exercise the command of the division or department, unless otherwise ordered, until relieved by proper authority. Although a division or department commander may continue to discharge the more important functions of his command while absent from its territorial limits, his exercise of command and his absence therefrom require the sanction of higher authority. If intending to leave his headquarters for an absence within his division or department he will report to the next higher commander his intention, his address during his absence, and the proposed duration thereof.

194. A division commander's staff will be composed of his authorized personal aids; one officer of the General Staff Corps as chief of staff, and such number of assistants from this corps as it may be necessary and practicable to assign; an officer of the Military Secretary's Department; such number of officers of the Inspector-General's Department, and of acting inspectors-general detailed under the act of June 23, 1874, as are necessary for the performance of inspection duty, including duties of artillery inspectors; and an officer of the Corps of Engineers. The division commander will devolve upon one of his personal aids the duties of inspector of small-arms practice. The chief of staff and his assistants may be assigned to inspection duty in the discretion of the division commander. The commander of the Philippines Division will, in addition to the foregoing, be provided with such staff officers as may be assigned by the War Department, and will control matters of supply and administration within his command. In this division correspondence with the War Department will be through the division commander.

195. A department commander's staff will consist of the authorized personal aids and one officer from each of the following departments: Military Secretary's Department, Judge-Advocate General's Department, Quartermaster's Department, Subsistence Department, Medical Department, and Pay Department; and, when necessary, an engineer officer, an ordnance officer, and a signal officer will be assigned. The chief surgeon will, when practicable, perform the duty of attending surgeon. The chief paymaster will make a portion of the payments in the command. The duties prescribed in Small Arms Firing Regulations for the inspector of small-arms practice will be performed by an aid.

196. The official designation of the senior officers of the staff corps and departments on the staff of division or department commanders will be as follows:

Of the General Staff Corps, Chief of Staff; of the Military Secretary's Department, Adjutant-General; of the Inspector-General's Department, Inspector-General;

of the Judge-Advocate-General's Department, Judge-Advocate; of the Quartermaster's Department, Chief Quartermaster; of the Subsistence Department, Chief Commissary; of the Medical Department, Chief Surgeon; of the Pay Department, Chief Paymaster; of the Engineer Corps, Chief Engineer Officer; of the Ordnance Department, Chief Ordnance Officer; of the Signal Corps, Chief Signal Officer.

When one of the required staff officers is not assigned, or a staff officer is temporarily absent or disabled, the duties of his position will be performed by the assistant, if any, or by other members of the staff.

197. Funds for contingent expenses at division and department headquarters are allotted by the Secretary of War and placed to the credit of the adjutants-general. The amount allotted will be apportioned by the division or department commander to the officers of the staff corps serving at his headquarters as the interests of the service dictate, and the adjutant-general will make purchases and expenditures as those officers request, subject to the written approval of the division or department commander. Property so purchased will be taken up on the return of the adjutant-general and transferred to the staff officers concerned, who will give duplicate receipts therefor, and it will then be dropped from the return of the adjutant-general, who will file one set of receipts as retained vouchers and send the other to the respective chiefs of bureaus in which the staff officers are serving. On June 30 of each year all officers who have purchased or receipted for such property will make return therefor to the chiefs of their respective bureaus, to whose satisfaction expenditures, losses, etc., will be explained. An officer accountable for such property will take duplicate receipts therefor when relieved, and will forward one of them to the proper chief of bureau with the return which he will then render, and file the other with his retained papers.

ARTICLE XXVII.

Military Posts and Reservations.

posts.

198. Permanent military posts are established under the direction of the Secretary of War, and will be named by him.

199. Permanent posts will be styled "Forts," and points occupied temporarily by troops "Camps."

200. The commander of a post is responsible for its safety and defense, and for the discipline, drill, and instruction of his command, to which ends all other garrison duties will be made subservient. He will be responsible for the preservation and proper application of public property, for the strict inforcement of laws and regulations, and for the proper condition of quarters and defenses. He will make an inspection of his command on the last day of every month, will satisfy himself by frequent personal examination that the disbursements of all officers in charge of funds are in accordance with law and regulations and their accounts correctly stated, and will make such reports of these inspections and examinations as the department commander may direct.

201. The post commander and surgeon will make frequent visits during the month to the hospital, guardhouse, mess hall, mess rooms, and other buildings and rooms used by enlisted men.

202. An orderly observance of the Sabbath by the officers and men in the military service is enjoined. Military duty and labor on Sunday will be reduced to the measure of strict necessity.

203. The staff of a post commander will consist of such staff officers as are on duty at the post, and such line officers as may be required for staff duties. Their official designations will be as follows: Adjutant, quartermaster, commissary, surgeon, engi-

neer officer, ordnance officer, and signal officer. The official address of the senior medical officer at a post will be—

THE SURGEON,
FORT ——— ———,

and in like manner the official addresses of the other staff officers of a post will be, respectively: The Adjutant, The Quartermaster, The Commissary, The Engineer Officer, The Ordnance Officer, and The Signal Officer, Fort ——— ———.

204. Expenditures of labor, money, or material upon posts will be strictly limited to the amounts allowed by law and regulations.

205. When practicable, temporary buildings for the use of the Army will be erected by its enlisted force, and necessary repairs of public buildings at garrisoned posts not appropriated for or specially authorized will be made by the troops.

206. Post commanders are authorized to assist mail contractors with Government transportation, provided it can be spared without detriment to the service, when, through accident or unavoidable casualty, they are deprived of the means necessary to fulfill their contracts. Such assistance must cease as soon as the contractor can, by exercise of proper diligence, resupply himself with transportation. Receipts for the property loaned will be taken, which, in the event of its loss or damage, will be forwarded, with a report of facts, to The Military Secretary of the Army, that the amount involved may be collected from the contractor through the Post-Office Department.

207. At posts supplied with ordnance and with ammunition for the purpose, a morning and evening gun will be fired daily at reveille and retreat.

POST RECORDS.

208. The following books of record will be kept at each post: An order book, a letters-received book, with index, a letters-sent book, with index, a post council of administration book, a morning report book, and a guard report book, furnished by The Military Secretary of the Army; a post exchange council book, provided by the post exchange. Copies of all returns and reports rendered (if not contained in the book of letters sent), all orders received, all letters received which are not required to be returned, in fine, all official papers which relate to post administration will be filed and preserved as a part of the post records. The records of post noncommissioned staff officers and other enlisted men at posts not belonging to organizations serving thereat will be kept as provided for companies. The records will not be removed from the post except on its discontinuance. Commanding officers will see that the records are accurately kept and are properly transferred to their successors.

RESERVATIONS.

209. Department commanders will supervise all military reservations within the limits of their commands, and, if necessary, will use force to remove trespassers. No license or permission to any civilian to use or occupy any part of a reservation will be given, except by the Secretary of War, unless he be in the employ of the Government, or in the family or service of persons there employed.

210. Military posts, stations, and reservations having been selected for occupation by the military forces, not only for immediate and temporary use, but in most cases for occupation so long as the Government shall exist, department and post commanders are required to see that every consideration is given to their care, preservation, and adornment. They will not only be made useful and healthful to the garrisons, but be made attractive homes for the Army by every means available for that purpose. Commanding officers will give this subject their earnest attention and will make requisitions for such appliances as may be necessary in order to carry out the purpose of this regulation.

The grounds, as far as practicable, will be improved by utilizing such material as may be available for the purpose. The shrubbery, trees, and forests on the reservation will be kept properly pruned; brush and unsightly trees removed; vines, fruit, and ornamental trees planted and cultivated, and grounds properly ditched or drained. Live trees in the vicinity of the inhabited parts of a military reservation will not be cut down, except on the recommendation of the post council of administration, approved by the post and department commanders. Where reservations are of sufficient extent, and it is practicable, they will be stocked with game, and all native singing birds protected. Where required, requests will be made through the proper military channels to the War Department for supplies of seeds for grass, flowers, vines, fruit and ornamental trees.

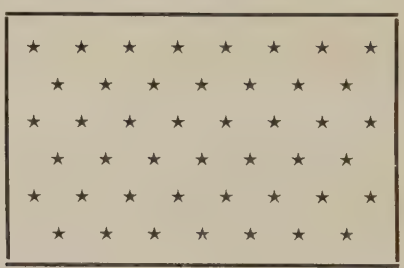
211. Military posts temporarily evacuated by troops, and lands reserved for military use, will be under charge of the Quartermaster's Department. Permanent works of defense, however, and the lands appurtenant thereto, are under the supervision of the Engineer Department.

ARTICLE XXVIII.

FLAGS, COLORS, STANDARDS, AND GUIDONS.

212. The flag of the United States has thirteen horizontal stripes, seven red and six white, the red and white stripes alternating, and the union of the flag consists of white stars in a blue field placed in the upper quarter next the staff, and extending to the lower edge of the fourth red stripe from the top. The number of stars is the same as the number of States in the Union. On the admission of a State into the Union, one star will be added to the union of the flag, and such addition will take effect on the 4th day of July next succeeding such admission.

213. The field or union of the national flag in use in the Army has, since July 4, 1896, consisted of forty-five stars, in six rows, the first, third, and fifth rows to have eight stars, and the second, fourth, and sixth rows seven stars each, in a blue field, arranged as follows:



214. The flag of the President shall be of blue bunting with the official coat of arms of the United States of suitable size in the center, and shall be 10.20 feet hoist, 14.40 feet fly.

215. The colors of the President shall be of scarlet silk, 6 feet 6 inches fly, and 4 feet on the pike, which shall be 10 feet long, including the ferrule and head. The head shall consist of a globe, 3 inches in diameter, surmounted by an American eagle, alert, 4 inches high. In each of the four corners shall be a five-pointed white star with one point upward, the points of each star to lie in the circumference of an imaginary circle of 2½ inches radius. The centers of these circles are 9 inches from the short sides and 7 inches from the long sides of the color. In the center of the color shall be a large fifth star, also of five points which lie in the circumference of an imaginary circle of 16½ inches radius. The center of this circle is the point of intersection of the diagonals of the color. The reentering angles of this large star lie in the circumference of an imaginary circle of 8 inches radius, with the same center as before. Inside

of the star thus outlined is a parallel star, separated from it by a band of white 1½ inches wide. This inner star forms a blue field, upon which is the official coat of arms of the United States, the device being located by placing the middle point of the line dividing the chief from the paleways of the escutcheon upon the point of intersection of the diagonals of the color. On the scarlet field around the larger star are other white stars, one for each State, equally scattered in the reentering angles, and all included within the circumference of an imaginary circle of 19½ inches radius, whose center is the center of the large star. The device, letters, and stars are to be embroidered in silk, the same on both sides of the color. The edges to be trimmed with knotted fringe, of silver and gold, 3 inches wide; the cord, 8 feet 6 inches long, having two tassels, and composed of red, white, and blue silk strands.

216. The flag of the Secretary of War shall be of scarlet bunting, measuring 12 feet fly and 6 feet 8 inches hoist. In each of the four corners shall be a five-pointed white star with one point upward; the points of each star to lie in the circumference of an imaginary circle of 5 inches radius; the centers of these circles to be 17 inches from the short sides and 12 inches from the long sides of the flag. In the center of the flag shall be the official coat of arms of the United States, of suitable size.

217. The flag of the Assistant Secretary of War shall be of white bunting, measuring 12 feet fly and 6 feet 8 inches hoist. In each of the four corners shall be a five-pointed scarlet star with one point upward; the points of each star to lie in the circumference of an imaginary circle of 5 inches radius; the centers of these stars to be 17 inches from the short sides and 12 inches from the long sides of the flag. In the center of the flag shall be the official coat of arms of the United States, of suitable size.

218. The colors of the Secretary of War shall be of scarlet silk, 5 feet 6 inches fly, 4 feet 4 inches on the pike, which shall be 9 feet long, including ferrule and spearhead. In each of the four corners shall be a five-pointed white star, with one point upward; the points of each star to lie in the circumference of an imaginary circle of 2½ inches radius; the centers of these circles to be 13 inches from the short sides and 7½ inches from the long sides of the color. In the center shall be placed in colors the official coat of arms of the United States; the device, letters, and stars to be embroidered in silk on both sides of the color; the edges to be trimmed with knotted fringe of white silk 3 inches wide; the cord 8 feet 6 inches long, having two tassels, and composed of white and scarlet strands.

219. The colors of the Assistant Secretary of War shall be of white silk, 5 feet 6 inches fly, 4 feet 4 inches on the pike, which shall be 9 feet long, including spearhead and ferrule. In each of the four corners shall be a five-pointed scarlet star, one point upward, the points of each star to lie in the circumference of an imaginary circle of 2½ inches radius; the centers of these circles to be 13 inches from the short sides and 7½ inches from the long sides of the color. In the center shall be placed in colors the official coat of arms of the United States of suitable size; the device, letters, and stars to be embroidered in silk on both sides of the color; the edges to be trimmed with knotted fringe of scarlet silk 3 inches wide; a cord 8 feet 6 inches long, having two tassels, and composed of white and scarlet silk strands to be placed on the pike.

220. The garrison, post, and storm flags are national flags, and shall be of bunting. The union of each is as described in paragraph 213, and shall be one-third the length of the flag.

The garrison flag will have 36 feet fly and 20 feet hoist. It will be furnished only to posts designated in orders from time to time from the War Department, and will be hoisted only on holidays and important occasions.

The post flag will have 20 feet fly and 10 feet hoist. It will be furnished for all garrisoned posts, and will be hoisted in pleasant weather.

The storm flag will have 8 feet fly and 4 feet 2 inches hoist. It will be furnished

for all occupied posts for use in stormy or windy weather. It will also be furnished to national cemeteries and recruiting stations.

221. The flag of the Geneva Convention, to be used in connection with the national flag in time of war with a signatory of the convention, will be as follows:

For general hospitals, white bunting, 9 by 5 feet, with a red cross of bunting 4 feet high and 4 feet wide in the center; arms of cross to be 16 inches wide.

For field hospitals, white bunting, 6 by 4 feet, with a red cross of bunting 3 feet high and 3 feet wide in the center; arms of cross to be 12 inches wide.

For ambulances and guidons to mark the way to field hospitals, white bunting, 28 by 16 inches, with a red cross of bunting 12 inches high and 12 inches wide in the center; arms of cross to be 4 inches wide.

222. Battalions of Engineers.—The national color shall be of silk, 5 feet 6 inches fly, 4 feet 4 inches on the pike, which shall be 9 feet long, including spearhead and ferrule; the union to be 2 feet 6 inches long, with stars embroidered in white silk on both sides of the union; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; the cord 8 feet 6 inches long, having two tassels and composed of red, white, and blue silk strands. The official designation of the battalion to be engraved on a silver band placed on the pike. The battalion color shall be of scarlet silk of the same dimensions as the national color, having embroidered upon it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms in the middle shall be embroidered, in white silk, the insignia of the Corps of Engineers and also an outlined scroll bearing the inscription, "—— Battalion, U. S. Engineers;" the edges to be trimmed with knotted fringe of white silk, 2½ inches wide; cord and tassels same size as national color to be of white and scarlet silk strands; both sides of color to be embroidered alike.

223. Engineer Regiments.—When engineer troops are organized into regiments battalion colors will not be used, but the following colors will be used by the regiment:

The national color shall be the same as prescribed in paragraph 222, except that the inscription on the name plate shall be "—— U. S. Engineers." The regimental color shall be the same as battalion color prescribed in paragraph 222, except that the inscription on the scroll shall be "—— U. S. Engineers."

224. Artillery Corps.—The national color shall be as prescribed in paragraph 222, the official designation of the artillery district to be placed on the silver band.

The corps color, of the same dimensions as national color, shall be of scarlet silk, having embroidered upon it in colors the official coat of arms of the United States of suitable size. Below the coat of arms, in the middle, will be embroidered in yellow silk two cannons, crossed; also a scroll embroidered in yellow silk, and bearing the inscription "U. S. Artillery Corps," embroidered in red silk; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; cord and tassels, same size as those of national color, to be of red and yellow silk strands. One set of national and corps colors shall be issued to the headquarters of each artillery district.

225. Infantry Regiments.—The national color shall be as prescribed in paragraph 222, the official designation of the regiment to be placed on the silver band.

The regimental color of same dimensions as national color, shall be of blue silk, having embroidered upon it in colors the official coat of arms of the United States of suitable size. Below the coat of arms shall be placed a scroll embroidered in red silk bearing the inscription, "—— U. S. Infantry," embroidered in white silk; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; cord and tassels same size as those of national color, to be of blue and white silk strands.

226. Standards for Cavalry Regiments.—The national standard shall be the national flag of silk, 4 feet fly, and 3 feet on the lance, which shall be 9 feet 6 inches long, including spearhead and ferrule; the union to be 22 inches long, with stars embroidered in white silk on both sides of the union; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide. The official designation of the regiment to be engraved on a silver band placed on the lance.

The regimental standard, of same dimensions as the national standard, shall be of yellow silk, having embroidered upon it in colors the official coat of arms of the United States of suitable size. Below the coat of arms shall be placed a scroll embroidered in red silk, and bearing the inscription "—— U. S. Cavalry," embroidered in yellow; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide.

227. Colors and Standards.—The silken national and regimental colors or standards shall be carried in battle, campaign, and on all occasions of ceremony at regimental headquarters in which two or more companies of the regiment participate.

A similar rule applies to the use of the silken color of the battalion of engineers and of the artillery districts.

When not in use as prescribed in this paragraph, colors and standards will be kept in their waterproof cases.

228. Service Colors and Standards.—A national color made of bunting or other suitable material, but in all other respects similar to the silken national color, shall be furnished each battalion of engineers, each regiment of infantry, and each artillery district for use at drills and on marches and on all service other than battles, campaigns, and occasions of ceremony. A standard of bunting of the same dimensions, and similar to the silken national standard, shall be furnished, for like purposes, to each regiment of cavalry. The official designation of the regiment, battalion, or district to be engraved on a silver band placed on the pike or lance.

229. Guidons for Cavalry.—Each troop of cavalry will have a silken guidon, cut swallow-tailed, 15 inches to the fork, 3 feet 5 inches fly from lance to end of swallowtail, and 2 feet 3 inches on the lance, having two horizontal stripes each one-half the width of the flag, the upper red and the lower white, the red stripe having on both sides in the center the number of the regiment in white silk, and the white stripe the letter of the troop in red silk, the letter and number block-shaped, 4¾ inches high, the lance 1¼ inches in diameter and 9 feet long, including spear and ferrule. Each troop will also have a service guidon, made of bunting or other suitable material, in shape and design the same as the silken guidon; the latter will be used only in battle, campaign, or on occasions of ceremony.

230. Guidons for Field Artillery.—Each battery of field artillery will have a guidon of scarlet silk, dimensions and shape same as described for cavalry guidons, in the center on both sides of the guidon two cannon crossed, about 14½ inches in length, with number of battery below the crossed cannon, number of yellow silk, number block-shaped, 4½ inches high, lance same as for cavalry guidon. This silken guidon will be used only in battle, campaign, or on occasions of ceremony. Each battery will also have a service guidon of bunting or other suitable material, in shape and design the same as the silken guidon.

230½. Guidons for Engineers.—Each mounted section of Engineers will have a guidon of scarlet silk, of triangular shape, 4 feet fly from lance to apex of triangle, and 2 feet 3 inches on the lance; on both sides of the guidon a castle about 14 inches in length and 7 inches from lance, embroidered in silver, with the letter of the company above the center tower of the castle; the letter embroidered in silver, block shaped, and 4¾ inches high; the lance 1¼ inches in diameter and 9 feet long, including spear and ferrule. Each company will also have a service guidon, made of bunting or other suitable material, in shape and design the same as the silken guidon.

231. Whenever in the opinion of a commanding officer the condition of any silken color, standard, or guidon in the possession of his command has become unserviceable, a surveying officer will be appointed to report, for the information of the Secretary of War, its condition and the necessity of supplying a new one. If requiring repair, application to have it placed in a serviceable condition should be made to the Quartermaster-General. Service colors and guidons will be submitted for the action of an inspector when unfit for further use. Upon receipt of new silken colors,

standards, or guidons commanding officers will cause those replaced to be numbered and retained by the organization to which they belong as mementos of service, a synopsis of which, bearing the same number, will be filed with the records of the organization.

232. Boat flags and pennants for the use of officers of the Army when making official visits to navy vessels are authorized as follows:

For general officers.—A flag of scarlet bunting, rectangular in shape, 3 feet hoist and 4 feet 9 inches fly; the rank to be indicated by white stars of suitable size placed in the center line of the length of the flag; for a brigadier-general, one star; for a major-general, two stars, and for the Lieutenant-General, three stars.

The chief of artillery and the chiefs of bureaus of the War Department will use the general officer's flag with the appropriate number of stars.

For a post commander.—A pennant of plain scarlet bunting, triangular in shape, 3 feet hoist and 3 feet fly.

The truck of the staff for general officers and post commanders above the rank of captain to be a gilt ball, and for commanding officers of lower grade to be flat.

233. Camp colors to be as described for flags, printed upon bunting, 18 by 20 inches, on a pole of ash 8 feet long and $1\frac{1}{8}$ inches in diameter, the butt end armed with a pointed ferrule.

234. No ensign, pennon, streamer, or other banner of any kind, other than the flags, colors, standards, pennants, and guidons prescribed by the Army Regulations and Field Service Regulations will be used by the Army, or by any regiment or other organization thereof.

ARTICLE XXIX.

Regiments and Battalions.

235. In the cavalry and infantry arms the regiment is the administrative unit. The station of the permanent regimental commander is the headquarters of the regiment. The command of a regiment devolves upon the senior officer on duty with it wherever he may be stationed. Wherever incomplete battalions of the same or different regiments are serving together the commanding officer may designate provisional battalions. The battalion is a unit for maneuvers and instruction; it is not an administrative unit; it has no headquarters, and when serving in regiment, no records. When battalions are not organized into regiments, the regulations relating to regiments will apply thereto when not otherwise specifically provided.

236. A regimental commander should continually labor for the instruction and efficiency of his regiment. He should encourage among his officers harmonious relations and a friendly spirit of emulation in the performance of duty. His timely interference to prevent disputes, his advice to the inexperienced, and immediate censure of any conduct liable to produce dissension in the regiment or to reflect discredit upon it, are of great importance in securing and maintaining its efficiency. In such efforts he will receive the loyal support of his subordinates. He will supervise the instruction of the officers of his immediate command and make an inspection of such command on the last day of every month.

237. Each division commander will announce in orders annually the period of the year to be given to practical instruction in drill and other military exercises, prescribing their character and the time to be devoted thereto. He will also designate the period in each year for theoretical instruction, to be conducted in accordance with orders from the War Department. Each post commander will, under the direction of the department commander, supervise the instruction of the officers under his immediate command. Each company commander is responsible for the practical and theoretical instruction of his noncommissioned officers.

238. Field officers of the line of the Army are assigned by the department or other commander to stations or commands where their services are most required,

provided troops of their own regiments or corps are serving there, and are assigned to appropriate duties by the commanding officer.

239. The regimental staff officers are appointed from the captains, and consist of the adjutant, the quartermaster, and the commissary, and they will be so designated, respectively. They are appointed by the regimental commander, who will at once report his action to The Military Secretary of the Army. The battalion staff officers are appointed from the lieutenants and consist of the adjutant and the quartermaster and commissary, and they will be designated as the battalion (or squadron) adjutant and as battalion (or squadron) quartermaster and commissary, respectively. They are appointed by the regimental commander upon the recommendation of the battalion commander. When a battalion is detached and serving at such a distance from regimental headquarters that more than fifteen days are required for exchange of correspondence by mail, the battalion staff officers are appointed by the battalion commander, who will immediately notify the regimental commander and The Military Secretary of the Army. Appointments of staff officers will not be antedated and will take effect on the day on which actually made. The officer will be entitled to the pay pertaining to his appointment from the date he enters upon duty under it.

240. The tour of duty of a staff officer of a regiment, artillery district, or battalion not forming part of a regiment, is limited to four years, and having completed a tour, an officer will not be eligible for a second tour until he shall have served two years as a company officer. The tour of duty of a staff officer of a battalion forming part of a regiment is limited to two years, and having completed a tour, an officer will not be eligible for a second tour until he shall have served two years as a company officer.

241. All staff appointments in a regiment are restricted to the officers on duty with it and who are not serving at a school of instruction. Should the regimental commander desire to appoint an absent officer to the regimental staff he may apply for orders for the absent officer to join, but the officer must join before the appointment can be made.

242. The adjutant, under the direction of the commanding officer, will have charge of the various rosters of service; he will make, publish, and verify all details, keep the records of the regiment, and perform such military duties with troops as are required by regulations. Through him the commanding officer communicates with the officers and men of his command.

243. The adjutant should be courteous to and on friendly terms with the officers of the command he represents, and will avoid all discussions of the orders or military conduct of his superiors. He should inform himself upon all points of military usage and etiquette, and on proper occasions aid with his advice and experience the subalterns of the regiment, especially those just entering the service. He will endeavor at all times to exert the influence belonging to his station in sustaining the reputation, discipline, and harmony of the command.

244. The adjutant, quartermaster, and commissary are, under the regimental commander, responsible for the discipline and efficiency of the noncommissioned staff and band.

245. The quartermaster will perform the duties of quartermaster of the regiment when in the field, and may be required to perform the duties of quartermaster of the post where he is stationed. The commissary will perform the duties of commissary of the regiment when in the field, and may be required to perform the duties of commissary of the post where he is stationed.

246. A regimental staff officer may be assigned to duty with a company or to any staff duty which his regimental commander may impose. A battalion staff officer is subject to any duty which the commanding officer may impose.

247. The regimental noncommissioned staff officers consist of the sergeant-major, the quartermaster-sergeant, commissary-sergeant, and two color-sergeants, and are appointed by the regimental commander. The battalion noncommissioned staff

officers are the battalion sergeants-major, and in engineer troops battalion quartermaster-sergeants. They are appointed by the regimental commander upon the recommendation of the battalion commander. When a battalion is detached and serving at such a distance from regimental headquarters that more than fifteen days are required for exchange of correspondence by mail, the battalion noncommissioned staff officers are appointed by the battalion commander, who will immediately notify the regimental commander. Each noncommissioned staff officer will be furnished with a warrant signed by the officer making the appointment and countersigned by the adjutant. The appointment takes effect on the day upon which it is made, and the warrant may be continued in force upon discharge and reenlistment, if reenlistment be made on the day following discharge; each reenlistment and continuance will be noted on the warrant by the adjutant. Any noncommissioned staff officer may be reduced to the ranks by the sentence of a court-martial, or by order of the commander having authority to appoint such noncommissioned officer. Noncommissioned staff officers will preferably be selected from the noncommissioned officers of the regiment most distinguished for efficiency, gallantry, and soldierly bearing.

248. The public property pertaining to the headquarters of the regiment will be marked "H. Q.," with arm and number of regiment; the equipments in possession of the noncommissioned staff and band will be marked "N. C. S." and "Band," respectively, and with the arm and number of the regiment and the number of the man to whom the articles are issued.

249. The following-named books and papers will be kept in each regiment: An order book, a letters-received book, with index, a letters-sent book, with index, a regimental fund book, and a descriptive book, furnished by The Military Secretary of the Army; all orders, circulars, and instructions from higher authority, copies of the monthly returns, muster rolls of the field, staff, and band, other regimental returns and reports, and all correspondence concerning the regiment or affecting its personnel.

Of the books and papers herein referred to, the books of letters received and letters sent, the muster rolls, the regimental monthly returns and all other returns of the personnel of the regiment, and the general orders and circulars of the War Department will be permanently preserved. Division and department orders, except extracts of special orders, will, when the regiment is relieved from duty in the division and department, be disposed of under instructions of the division and department commanders. The other books and papers will be kept for five years, reckoned from the close of the period of their use in case of books, and from their dates in case of papers, when they will be destroyed under direction of the regimental commander.

250. All orders and circulars from the War Department, or from the headquarters of an army, corps, division, brigade, or territorial division or department in which the regiment may be serving, will be filed in book form, and general orders and circulars indexed as soon as received.

BANDS.

251. The noncommissioned officers of regimental bands will be appointed by the regimental commanders, upon the recommendation of regimental adjutants, under the same conditions prescribed in paragraph 247 for the noncommissioned staff of the regiment. The noncommissioned officers of the engineer band will be appointed by the commanding officer of the battalion with which the band is serving; the noncommissioned officers of the artillery bands will be appointed by the artillery district commander, or, if not serving in an artillery district, by the senior artillery officer of the post at which they are stationed.

252. When a regiment occupies several stations the band will be kept at headquarters, provided one or more companies be serving there. The field musicians of companies will not be separated therefrom. The artillery and engineer bands will

be assigned to stations by the War Department upon the recommendation of the Chiefs of Artillery and Engineers, respectively.

253. Musical instruments mentioned in paragraph 1189, extra parts therefor, and equipments for bands, including the issue quarterly of one-half ream of music writing paper, upright, fourteen staves, size of paper 10½ by 13½ inches, and one-half ream of music writing paper, oblong, sixteen staves, size of paper 13½ by 10½ inches, will be furnished by the Quartermaster's Department. Musical instruments other than those above referred to may be purchased from available regimental funds. The quartermaster will be accountable for band instruments furnished by the Quartermaster's Department; the adjutant for those purchased from the regimental fund.

254. Regimental commanders will notify The Military Secretary of the Army direct when field or band musicians are required.

255. Commanding officers will require bands to play national and patriotic airs on appropriate occasions. The playing of "The Star Spangled Banner" as a part of a medley is prohibited.

ARTICLE XXX.

TROOPS, BATTERIES, AND COMPANIES.

256. The details of captains on detached service away from their arm of the service will, as far as practicable, be limited to those required by law.

257. The commanding officer of a company is responsible for its appearance, discipline, and efficiency; for the care and preservation of its equipment; for the proper performance of duties connected with its subsistence, pay, clothing, accounts, reports, and returns.

258. In the absence of its captain, the command of a company devolves upon the subaltern next in rank who is serving with it, unless otherwise specially directed.

259. In the absence of all the officers of a company, the post commander will assign an officer, preferably of the same regiment, to its command. If there be no officer available, the fact will be reported to the department commander.

260. Captains will require their lieutenants to assist in the performance of all company duties, including the keeping of records and the preparation of the necessary reports and returns.

261. Noncommissioned officers will be carefully selected and instructed, and always supported by company commanders in the proper performance of their duties. They will not be detailed for any duty nor permitted to engage in any occupation inconsistent with their rank and position. Officers will be cautious in reproving them in the presence or hearing of private soldiers.

262. Company noncommissioned officers are appointed by regimental commanders, or by battalion commanders under the conditions stated in paragraph 247, on the recommendation of their company commanders; but in no case will any company organization have an excess of noncommissioned officers above that allowed by law. The noncommissioned officers of artillery companies will, upon the recommendation of the company commanders, be appointed by artillery district commanders, or if not serving in an artillery district, by the senior artillery officer of the command.

263. To test the capacity of privates for the duties of noncommissioned officers company commanders may appoint lance corporals, who will be obeyed and respected as corporals, but no company shall have more than one lance corporal at a time, unless there are noncommissioned officers absent by authority, during which absences there may be one for each absentee.

264. The captain will select the first sergeant, quartermaster-sergeant, and stable sergeant from the sergeants of his company, and may return them to the grade of sergeant without reference to higher authority.

265. Each noncommissioned officer will be furnished with a certificate or warrant of his rank, signed by the officer making the appointment, and countersigned

by the adjutant; but a separate warrant as first sergeant, quartermaster-sergeant, or stable-sergeant will not be given. A warrant issued to a noncommissioned officer is his personal property. Warrants need not be renewed in cases of reenlistment in the same company, if reenlistment is made the day following the day of discharge, but may remain in force until vacated by promotion or reduction, each reenlistment and continuance to be noted on the warrant by the company commander.

266. Appointments of company noncommissioned officers will take effect on the day of appointment by the authorized commander, and of first sergeants, quartermaster-sergeants, stable-sergeants, cooks, artificers, farriers and blacksmiths, mechanics, saddlers, wagoners, musicians, trumpeters, and first-class privates on the day of appointment by the company commander; but in case of vacancy in a company absent from regimental headquarters, a company commander may make a temporary appointment of a noncommissioned officer, which, if approved by the regimental commander, will carry rank and pay from the date of such appointment.

267. A noncommissioned officer may be reduced to the ranks by sentence of a court-martial, or on the recommendation of the company commander, by the order of the commander having authority to appoint such noncommissioned officer, but a noncommissioned officer will not be reduced because of absence on account of sickness or injury contracted in the line of duty. If reduced to the ranks by sentence of court-martial at a post not the headquarters of his regiment, the company commander will forward a transcript of the order to the regimental commander. The transfer of a noncommissioned officer from one organization to another carries with it reduction to the ranks unless otherwise specified in the order by authority competent to issue a new warrant.

268. When a noncommissioned officer, while in arrest or confinement, is reduced by sentence of a court-martial, the date of the order publishing the sentence is the date of reduction. In all other cases reduction takes effect on the date of receipt of the order at the soldier's station.

The desertion of a noncommissioned officer vacates his position from the date of his unauthorized absence.

269. Cooks, farriers and blacksmiths, mechanics, artificers, saddlers, wagoners, musicians, trumpeters, and first-class privates are enlisted as privates, and after joining their companies are appointed by their respective company commanders; for inefficiency or misconduct they are subject to reduction by the same authority.

270. A soldier may, when necessary, be relieved from ordinary military duty to make, repair, or alter uniforms. The post council will fix the rates to be charged, which will not exceed the cost of doing such work at the clothing depot, and company commanders will cause to be deducted from the pay of enlisted men and turned over to the proper person the amount properly due therefor. The provisions of this paragraph will be construed to apply to civilian tailors, who conform to prices fixed by post council, as well as to enlisted men detailed for that duty by proper authority.

271. The following-named books and papers will be kept in each company: An order book, a book of letters received, with index, a book of letters sent, with index, a company council book, a sick report book, a morning report book; in companies supplied with public animals, a descriptive book of public animals. These books will be furnished by The Military Secretary of the Army.

There will also be kept the complete record, description, and accounts of all men belonging or who have belonged to the company, on blanks supplied by The Military Secretary for that purpose. A record of vaccinations will be kept on these blanks.

There will also be kept orders and instructions received from higher authority, retained copies of the various rolls, reports, and returns, required by regulations and orders, and all letters and correspondence affecting the personnel of the company.

Where copies of orders affecting the company are not supplied, they will, if practicable, be copied in the company order book and attested by the adjutant.

272. There will also be kept in each company or detachment retained copies of all returns of property pertaining to the company and full information respecting all quartermaster's supplies, showing list of articles, date of receipt, from whom received, and name of officer who signed memorandum receipt therefor; also an account of all articles turned in, expended, stolen, lost, or destroyed; and the company or detachment commander will quarterly, and when relinquishing his command, have a settlement with the quartermaster.

Of the books and papers referred to in this and the preceding paragraph, the books of letters received and letters sent, the records of enlisted men as kept in descriptive and deposit books or on loose leaves, the muster rolls, the monthly returns and all other returns of the personnel, and the general orders and circulars of the War Department will be permanently preserved. Division and department orders, except extracts of special orders, will, when the company is relieved from duty in the division and department, be disposed of under instructions of the division and department commanders. The other books and papers will be kept for five years, reckoned from the close of the period of their use in case of books, and from their dates in case of papers, when they will be destroyed under direction of the commanding officer.

273. The duty roster will be kept in each company on blanks furnished by The Military Secretary of the Army; used blanks will be held for one year and then destroyed.

INTERIOR ECONOMY OF COMPANIES.

274. Company, band, and detachment commanders will make a complete inspection of their organizations under arms every Saturday. They will also make a daily inspection of the men's quarters and kitchens, giving particular attention to cleanliness and the proper preparation of food, and noting whether all lamps in use have been cleaned, filled, and made ready for lighting, before dark. No one will be excused from Saturday inspection except the guard and the sick in hospital. Cavalry and field artillery will habitually be inspected mounted.

275. The company commander will cause the enlisted men of the company to be numbered and divided into squads, each under the charge of a noncommissioned officer. As far as practicable the men of each squad will be quartered together.

276. In quarters the name of each soldier will be attached to his bunk, arms will be kept in racks, and accouterments and sabers will be hung up by the belts.

277. Strict attention will be paid by company commanders to the cleanliness of the men and to the police of barracks or tents. The men will be required to bathe frequently. The hair will be kept short and the beard neatly trimmed. Soiled clothing will be kept in the barrack bag.

278. A thorough police of barracks will precede the Saturday inspection. The chiefs of squads will see that bunks and bedding are overhauled, floors, tables, and benches scoured, arms and accouterments cleaned, and all leather articles polished.

279. Chiefs of squads will be held responsible for the cleanliness of their men. They will see that those who are to go on duty put their arms, accouterments, and clothing in the best order, and that such as have passes leave the post in proper dress.

280. Soldiers will wear uniform in camp and garrison. When on fatigue they will wear suitable fatigue dress.

281. Company commanders will see that all public property in the possession of enlisted men is kept in good order, and that missing or damaged articles are duly accounted for.

282. Company commanders are responsible for text-books and other official publications issued for the use of their companies.

283. Enlisted men will not take their arms apart except by permission of a commissioned officer under proper supervision, and only in the manner prescribed in the

descriptive pamphlet of the arm issued by the Ordnance Department. The polishing of blued or browned parts of small arms, reblueing or rebrowning, putting any portion of an arm in a fire, or removing a receiver from a barrel, is prohibited. The mutilation of any part by filing or otherwise, and attempts to beautify or change the finish, are prohibited. Pieces will be unloaded before being taken to quarters or tents, and as soon as the men using them are relieved from duty, unless otherwise ordered. The use of tompions in small arms is forbidden. The prohibition in this paragraph of attempts to beautify or change the finish of arms in the hands of enlisted men is not construed as forbidding the application of raw linseed oil to the wood parts of the arms. This oil is considered necessary for the preservation of the wood, and it may be used for such polishing as can be given by rubbing in one or more coats when necessary. The use of raw linseed oil only will be allowed for redressing, and the application for such purpose of any kind of wax or varnish, including heelball, is strictly prohibited.

284. It is forbidden to use any dressing or polishing material on the leather accouterments or equipments of the soldier, the horse equipments for cavalry, or the artillery harness, except the preparations supplied by the Ordnance Department for that purpose.

285. Equipments will be fitted to the men under the direction of an officer; all other changes are prohibited.

286. Articles of public property issued to a company for its exclusive use will, when practicable, be marked with the letter or number of the company and number and arm of the regiment. Such articles issued to an enlisted man (arms and clothing excepted) will, as far as practicable, be marked with the number of the man, letter or number of the company, and number of the regiment. Haversacks, canteens, and similar articles of equipment will be uniformly marked on the outside, as follows: Cavalry, crossed sabers with letter of company above and number of regiment below the intersection; infantry, crossed rifles with letter of company above and number of regiment below the intersection; artillery, crossed cannons with the number of the company or battery at the intersection of the cannons; the special corps of the Army, according to their respective devices. The design will be stenciled in black, the letters and numbers in full-faced characters. The design will be placed above the letters "U. S." on equipments, and the soldier's number in characters one inch high below the letters "U. S." Articles will not be marked with the number of the man in the Hospital and Signal Corps.

MESSING AND COOKING.

287. In camp or barracks where companies are not joined in a general mess the company commander will supervise the cooking and messing of his men. He will see that his company is provided with at least two copies of the Manual for Army Cooks, and that suitable men in sufficient numbers are fully instructed in managing and cooking the ration in the field; also that necessary utensils and implements for cooking both in garrison and field in serviceable condition are always on hand, together with the field mess furniture for each man. At a post where all the companies are joined in a general mess the post commander will see that the instruction above mentioned is given. At such a post a company commander will confine his supervision of the mess of his company to observation and to notifying the officer in charge in writing of anything requiring remedy. Should this officer fail to apply proper remedy, report may then be made to the post commander. A department commander will see that each company of his command has the necessary field practice each year.

288. Kitchens will be placed under the immediate charge of noncommissioned officers, who will be held responsible for their condition and for the proper use of rations. No one will be allowed to visit or remain in the kitchen except those who

go there on duty, or are employed therein. The greatest care will be observed in cleaning and scouring cooking utensils.

289. Special regulations for soldiers' fare can not be made to suit each locality and circumstance. Personal care and judgment on the part of company officers are relied on to prevent waste or misuse. By due economy some part of the ration can be saved and sold, and the proceeds applied to provide additional articles of diet.

290. The Manual for Army Cooks contains comprehensive instructions in cooking, which will be observed as far as practicable.

291. The food of prisoners will be sent to their places of confinement when practicable, but post commanders may arrange to send prisoners, under proper guard, to their messes.

292. Kitchen and table ware and mess furniture will be supplied by the Quartermaster's Department. Allowances will be announced in orders. Post commanders will enforce rigid economy in regard to such property. Articles broken, lost, or damaged will be charged to individuals at fault. Such proportions of company allowances of fuel, illuminating supplies, brooms, and scrubbing brushes as may be necessary for the service of a general mess will be allotted by the post commander.

293. In the field the mess furniture of a soldier will be limited to one tin cup, knife, fork, and spoon, and such device for individual cooking as may be furnished by the Ordnance Department.

ARTICLE XXXI.

The Artillery Corps.

THE CHIEF OF ARTILLERY.

294. It shall be the duty of the Chief of Artillery to keep the War Department advised at all times of the efficiency of the personnel and matériel of the artillery, and he shall, as circumstances require, make such recommendations in reference thereto as shall in his judgment tend to promote efficiency.

2. He shall from time to time, and as frequently as conditions require, confer directly with the Chief of Engineers, the Chief of Ordnance, the Chief Signal Officer, and the Quartermaster-General, and advise them of all matters relating to the character and preparation of artillery matériel which the experience and observation of the artillery arm of the service show to be of practical importance.

3. He shall make recommendations as to the instruction of artillery officers and men, and as to examinations for appointment and transfer of officers to the artillery arm and for promotion therein, and shall recommend such examinations and such courses and methods of instruction in the artillery school and elsewhere as he shall deem requisite to secure a thoroughly trained and educated force.

4. He shall recommend officers for duty in coast or field artillery according to special aptitude and fitness, and is charged generally with the recommendation of officers of artillery for special duty and assignment to artillery organizations and stations.

5. He shall be a member of the Board of Ordnance and Fortification and is by law a member of the General Staff Corps.

6. The office of the Chief of Artillery will not be an office of record; action taken therein will be recorded in The Military Secretary's Office.

7. Nothing in these regulations shall be deemed to relieve the commanders of the several military divisions and departments of the duties of inspection and command, or of responsibility for the condition and efficiency of the matériel and personnel of the artillery in their several divisions and departments as now provided by regulations.

295. The Artillery Corps comprises two branches, the coast artillery and the field artillery.

THE COAST ARTILLERY.

296. In the coast artillery the artillery district is an administrative unit, consisting of one or more forts with their accompanying mine fields and land defenses. Artillery districts are established, their limits defined, and their headquarters designated in orders from the War Department.

The command of an artillery district devolves upon the senior artillery officer therein, who is responsible for its efficiency, to division and department commanders and subject to their authority, and has control within the limits of the district of all matters relating to artillery instruction, drill, practice, and the procurement of artillery supplies and accessories. He will prescribe the hours of drill and instruction throughout the district.

297. All correspondence and reports relating to artillery personnel or matériel will pass through artillery district headquarters.

298. The commander of an artillery district or battalion of field artillery should continually labor for the instruction and efficiency of his command. He should encourage among his officers harmonious relations and a friendly spirit of emulation in the performance of duty. His timely interference to prevent disputes, his advice to the inexperienced, and immediate censure of any conduct liable to produce dissension in his command, or to reflect discredit upon it, are of great importance in securing and maintaining its efficiency. In such efforts he will receive the loyal support of his subordinates.

299. The artillery district staff consists of the adjutant, the quartermaster, the ordnance officer, and the artillery engineer. They are appointed from the officers serving in the district by the artillery district commander, who will confine his selection to the allowance published from time to time in orders from the War Department. Should the officers selected be assigned to companies, application will be made for their transfer to the unassigned list. The names of the officers selected and any change in the officers on these duties will be promptly reported to The Military Secretary of the Army.

300. The artillery district adjutant is, under the artillery district commander, responsible for the discipline and efficiency of the artillery noncommissioned staff and band assigned to artillery district headquarters.

Master electricians and electrician sergeants are under the supervision of the artillery engineer of the artillery district or post to which assigned.

An artillery district staff officer may be attached for duty with a company or assigned to any staff duty by the district commander.

301. The artillery district records consist of an order book; a letters-received book, with index; a letters-sent book, with index; all orders, circulars and instructions from higher authority; all correspondence, returns and reports concerning the district or affecting its personnel.

THE FIELD ARTILLERY.

302. In the field artillery the administrative unit is the battalion, consisting of two or more batteries and such field officers and veterinarians, as may be assigned in orders, and the staff and noncommissioned staff as hereinafter provided.

303. The staff of a battalion of field artillery consists of an adjutant, and a quartermaster and commissary, who are appointed from the officers serving in the battalion. Battalion commanders will confine their selection to the allowance published from time to time in orders from the War Department. Should the officers selected be assigned to batteries, application will be made for their transfer to the unassigned list. The names of the officers selected, and any change in the officers on these duties, will be promptly reported to The Military Secretary of the Army.

304. The noncommissioned staff of a battalion of field artillery consists of a sergeant-major, senior or junior grade, artillery corps.

305. When no allowance of unassigned officers or sergeants-major is made to a battalion of field artillery the commanding officer thereof will detail as adjutant a lieutenant belonging to one of the batteries under his command, who will act also as quartermaster and commissary when the command takes the field, and as acting sergeant-major, junior grade, a noncommissioned officer of one of the batteries.

NONCOMMISSIONED STAFF OFFICERS.

306. The artillery noncommissioned staff officers consist of sergeants-major, senior grade, and sergeants-major, junior grade. They are appointed upon the recommendation of the Chief of Artillery after due examination under rules announced from time to time by the War Department. Each sergeant-major will be furnished with a warrant signed by the Chief of Artillery. The appointment takes effect on the day upon which it is made and the warrant may be continued in force upon discharge and reenlistment, if reenlistment be made on the day following discharge; each reenlistment and continuance will be noted on the warrant by the artillery commander, and the Chief of Artillery will be informed of the fact. Any sergeant-major may be reduced to the ranks by the sentence of a court-martial, or upon recommendation of the artillery commander, approved by the Chief of Artillery.

ARTILLERY PRACTICE.

307. The details of the methods of conducting the technical instruction of artillery troops, target practice with coast and field artillery, and the artillery competitions will be prescribed in orders and instructions from the War Department.

308. All officers of artillery will be encouraged to submit, through proper channels, suggestions and devices for improving prescribed methods. Changes affecting the authorized Manual of Coast Artillery will be published in Artillery Memoranda from the War Department.

309. The allowance of ammunition for the instruction of the coast and field artillery and for practice with machine guns will be determined each year and announced in general orders from the War Department.

310. Targets and target material for artillery practice will be provided by the Ordnance Department. The Quartermaster's Department will furnish all necessary assistance in placing, removing, and storing targets.

311. In addition to such reports as may be required by instructions and orders governing artillery practice the commanding officer of a post, battery, or company will forward through the ordnance officer of the department, for the information of the Chief of Ordnance, on forms supplied by the Ordnance Department, a report of each shot fired in practice, instruction, and active service.

ARTICLE XXXII.

COUNCILS OF ADMINISTRATION.

312. Post, post exchange, company, and mess councils of administration are assembled to audit the bakery, exchange, company, and mess funds, respectively, to ascertain and examine the sources from which and methods by which they have accrued, and to recommend expenditures therefrom. Post councils are also called to deliberate upon and recommend action, within the limits allowed by regulations, upon such subjects affecting the welfare and economy of the post as commanding officers may submit to them. The post treasurer, post exchange officer, and company commanders are, respectively, the custodians of the bakery, exchange, and company funds.

313. On the last day of each quarter, and when necessary, the post and general mess councils will be convened by the post commander, and the company council by the company commander. The post exchange council will meet at the end of every month; the mess and exchange councils will also meet at the call of their presidents. The post council will consist of the three officers on duty at the post next in rank to the commander, or of as many as are available, if less than three. If only the commanding officer be present, he will act. The post exchange council will consist of three officers, viz, the officer in charge of the exchange and two company commanders detailed by roster, or, when this is impracticable, the exchange council will be constituted as prescribed for the post council. The company council will consist of all officers present for duty with the company, and the mess council of the commanders of the several companies participating in the general mess. The council to audit the hospital fund will consist of the three senior officers on duty at the hospital or as many as are available if less than three.

314. The junior member of each council will record its proceedings in an appropriate book, to include a written certificate of the responsible officer that the funds are on deposit in a reputable banking institution named in the certificate, or a statement that they have been exhibited to the council, which proceedings will be signed by the president and recorder. The post or other commander will require the proceedings to be kept as this regulation prescribes and will decide disagreements in those of company councils. Those of the post, exchange, and mess councils will be submitted to the post or other commander, who will sign his approval or objection in the council book. Should the post or other commander disapprove the proceedings, and the council, after reconsideration, adhere to its conclusions, a copy of the proceedings will be sent by the commanding officer to the department commander, whose decision thereon will be final. The final orders in each case will be entered in the council book.

315. The post council will fix laundry charges, and prices charged by tradesmen for making and repairing uniforms of enlisted men.

316. The commanding officer who approves the appropriations of a council, and in the matter of the company fund the company commander, will be held responsible for all expenditures not made in accordance with regulations.

317. In case of loss of regimental, bakery, exchange, company, or mess funds, the circumstances will be carefully investigated and reported by the post council, with recommendation as to responsibility, for the decision of the department commander.

ARTICLE XXXIII.

Regimental, Bakery, Company, and Mess Funds.

GENERAL PROVISIONS.

318. The purchase from regimental, bakery, company, or mess funds of any article which can be obtained on requisition from a supply department is forbidden.

319. No projects by which money will accrue will be entered upon under color of military control without specific authority from the War Department.

320. Company, post exchange, bakery, and other funds authorized by paragraph 312 will, if deposited in bank, be placed under their official designation, as, for example, Company Fund, Company B, Twenty-first Infantry, and not to the credit of the officer who is custodian.

REGIMENTAL FUND.

321. This fund consists of the gross amounts received on account of the band, from post exchange profits, voluntary contributions, amounts retained for regimental use from proceeds of private engagements of the band, from sale of articles purchased,

or from any other source. The adjutant will be the treasurer of the fund, and will disburse it under the direction of the regimental commander for the promotion of the efficiency of the band and for such objects as facilitate the transaction of regimental business. A record of all receipts and expenditures and a complete list of property purchased will be kept in the regimental fund book.

322. In artillery commands to which bands are assigned the corresponding fund will be designated "The Band Fund," and will in all particulars be governed by the same rules as regimental funds, except that all funds, property, and records pertaining to this fund are transferred with the bands. The senior artillery officer of the command and his adjutant perform the duties prescribed for regimental commander and adjutant, respectively, in case of regimental funds. This fund will be kept distinct from the company fund of the band, authorized by paragraph 327.

BAKERY FUND.

323. The usual ration of bread is eighteen ounces, but the weight of it may be increased within the limits of the flour ration, at the discretion of the commanding officer, upon the recommendation of the post council of administration. Such portion of the flour as the company commander deems necessary for food in other forms than bread—not exceeding two ounces per ration—may be drawn by the company. The remainder will be turned into the post bakery, and for each ration of flour thus turned in the company is entitled to one ration of bread or the price of one flour ration. Savings on the flour ration, ordinarily thirty-three per cent, will be disposed of by the post treasurer for the benefit of the troops; bread may be baked from it for sale to civilian employees and others connected with the military service at the post, and to post exchanges; the residue of the flour will be sold. At the end of every quarter the post council will make an equitable distribution of the money savings of the bakery, and this action, when approved by the post commander, will be final. Surplus bread will be sold only by the bakery. When enlisted men or others entitled to rations are allowed to mess separately from companies or organizations, they will not, when flour is issued to them by the Subsistence Department, be required to turn it into the post bakery, if they prefer the ration of flour to the ration of bread issued therefrom, but they will not be entitled to any share of the bakery profits. The savings of flour by troops in the field will be credited to the company fund.

324. The bakery fund will be under the supervision of the post council, and will be collected and held by the officer appointed post treasurer by the post commander.

325. The post treasurer will open an account with the bakery fund, and will make payments therefrom in pursuance of specific appropriations by the post council, approved by the post commander. The account will at all times be subject to the post commander's inspection.

326. When an officer is relieved from duty as post treasurer, his accounts will be audited by the post council.

COMPANY AND MESS FUNDS.

327. The company fund, which will consist of the gross amounts of money received from all sources, is received by the company commander and, with the concurrence of the company council, is disbursed by him solely for the benefit of the company. Articles of the established ration purchased with company funds will be purchased from the commissary, if practicable. The fund of the hospital, or of a detachment or band having a separate mess, is regarded as a company fund. Moneys accruing to the fund of a detachment of the Hospital Corps, together with the proceeds from the savings of the rations of the sick in hospital, belong to the hospital fund.

328. The company commander will keep an account of the company fund, which will be subject to inspection by the commander of the post and regiment and mem-

bers of the company council, and will be inspected at least once each six months by the regimental commander, or by the post commander when the company is not at regimental headquarters.

329. Extra compensation may be paid to enlisted men from company or general mess funds as follows: From a company fund, twenty-five cents per day to the head cook; from a general mess fund, not exceeding two dollars per day, to be apportioned by the mess council among the cooks and other necessary regular attendants. Of this two dollars the mess council may allot to the mess steward (who may be a non-commissioned officer) a per diem of fifty cents, and in addition thereto a share of the remaining one dollar and fifty cents. One cook of a company and such of the regular attendants of a general mess as the commanding officer may designate will be inspected and mustered in the kitchen or mess hall. They may be excused from the ordinary post duties, but will attend target practice.

330. An officer appointed by the post commander will, under his direction, conduct the general mess affairs, make necessary purchases, and have charge of the mess fund. Quarterly and when relieved he will submit to the mess council a statement of all business dealings and money transactions, with proper vouchers. Upon the call of the mess council he will furnish information regarding the condition and management of the mess. A company on taking the field or withdrawing from a general mess will be entitled to a just share of the fund thereof, to be determined by the mess council, approved by the post commander.

ARTICLE XXXIV.

Post Bakeries.

331. Bread will be baked in post bakeries when practicable. At all permanent posts a suitable building for the purpose, and the necessary utensils and furniture therefor, will be provided by the Quartermaster's Department. The post treasurer, under the supervision of the commanding officer, will have charge of the bakery.

332. A competent enlisted man will be detailed as chief baker, and, if necessary, one or more enlisted men as assistant bakers.

333. Extra pay to post bakers will be paid from the bakery fund, and the following daily rates are authorized: To the chief baker at a post of two companies or less, thirty-five cents; three companies, forty cents; four companies, fifty cents. To each necessary assistant, ten cents less than the chief baker when the chief baker's pay is forty cents or less, and fifteen cents less when the chief baker's pay is fifty cents. At larger posts the chief baker may be paid not to exceed one dollar per day, and the assistants less amounts, the rates to be fixed by the post council.

334. The expenses of the bakery will be restricted to the extra pay of the bakers, the purchase of articles necessary for making bread, and utensils not furnished by the supply departments. These expenses must be paid from the bakery fund.

335. The chief baker will be inspected and mustered at the post bakery. He may be excused from ordinary post duties, but will attend target practice.

336. The baking of bread by companies at posts is expressly forbidden.

ARTICLE XXXV.

Libraries, Reading Rooms, etc.

337. At each permanent post suitable rooms will be set apart for use as library, reading room, chapel, and school. The Quartermaster-General will procure and forward to post libraries such newspapers and periodicals, and to post schools such schoolbooks, stationery, and school material for the use of enlisted men as are authorized by the Secretary of War. Newspapers and periodicals will not be taken from the library; schoolbooks will not be taken from the schoolroom except for the proper

use of those attending the post school. These books and periodicals are intended especially for the use of enlisted men. Books for post chapel services are not furnished by the Government. The library and reading rooms may be used by officers in such manner as not to interfere with their use by enlisted men. The post commander will detail an officer as post librarian, who will have charge of the post library.

338. On June 30 of every year each officer in charge of a post or regimental library will forward, through regular channels, to The Military Secretary of the Army, a return of all books on hand in or pertaining thereto. Such books as are required by regulations to be accounted for on property returns and muster rolls shall not be included in the library returns. Post and regimental commanders will examine the returns and certify thereon that the books in the library are accounted for as required by orders and regulations.

339. Adjutants-general of divisions and departments will, on June 30 of each year, render to The Military Secretary of the Army, returns of all library books on hand in their charge. These returns will be in addition to the property returns required to be made by them under paragraph 197. The necessary blank forms for returns of books will be furnished by The Military Secretary, and the returns will be made in accordance with the directions printed upon the blanks.

340. When library books are damaged or lost, the fact will be reported to the commanding officer by the librarian, and the person responsible for the loss or damage will be required to replace the book by a new copy, or to pay its value in money to the librarian to enable him to procure one.

341. Valuable books pertaining to a post library which have become unserviceable by fair wear and tear will, when practicable, be repaired, and the cost of repair will be a proper charge against the funds of the post exchange.

342. Books received from the War Department will be promptly acknowledged and, together with all library books received from other sources, will be taken up on the return.

343. Inspectors-general will, at the annual inspection of posts, examine the methods adopted for the care and preservation of the library, condemn and destroy such books as may be unserviceable and worthless, and note action in their reports of the inspections of the posts.

344. The necessary orders for the disposition of the books on hand when a post is abandoned or discontinued will be given by the War Department.

345. At any post where building material can be obtained without expense to the Government, and it is desired to erect buildings by labor of the troops for use as post exchanges, gymnasiums, bowling alleys, and other places of amusement, the post commander is authorized to use the necessary teams and such tools, window sash, doors, and other material as may be on hand and can be spared.

346. The Quartermaster's Department is authorized to transport gymnastic and athletic appliances, purchased with regimental or company funds, for the use of troops, from the nearest market to the post or station of the troops. In all cases of necessary removal the articles supplied for use in bakeries, libraries, reading rooms, schools, and gymnasiums will also be transported by the Quartermaster's Department.

ARTICLE XXXVI.

Post Gardens.

347. Commanding officers of posts at or near which suitable public lands are available will set aside for post gardens such ground as may be necessary for the production of vegetables for the command, and will cause it to be cultivated by the garrison; or if the commanding officer so elects, he may apportion it among the organizations for cultivation by them.

348. Seeds for post gardens may be procured from post-exchange funds, or from company funds.

349. Department commanders will give such instructions as may be necessary for carrying these regulations into effect and for the proper distribution of products of gardens among those entitled to them. Surplus products may be sold and the proceeds divided among the company funds of the garrison according to strength of companies.

ARTICLE XXXVII.

Post Exchanges.

350. Post exchanges are established and maintained under special regulations issued by the War Department.

The amount of indebtedness of a soldier to a post exchange contracted in accordance with such regulations will be noted on the muster and pay rolls for the next succeeding month and be deducted, if practicable, from his pay by the paymaster making the payment and turned over to the post-exchange officer, who will duly receipt to the paymaster and the soldier for the amount so received. In case of discharge of a soldier the amount of any such indebtedness will be noted on the final statements, and in like manner be deducted from payment made thereon.

351. On June 30 and December 31 of each year the commanding officer of a post at which an exchange is conducted will submit to the adjutant-general of the department a detailed report of the operations and financial condition of the exchange, and when no exchange has been maintained at a post such fact will also be communicated on the dates stated.

352. The sale of, or dealing in, beer, wine, or any intoxicating liquors by any person in any post exchange or canteen or army transport, or upon any premises used for military purposes by the United States, is prohibited. Commanding officers will carry the provisions of this paragraph into full force and effect, and will be held strictly responsible that no exceptions or evasions are permitted within their respective jurisdictions.

ARTICLE XXXVIII.

Visits to Lake and Seacoast Defenses.

353. Except by special authority of the Secretary of War, no persons, other than officers of the Army and Navy of the United States and persons in the service of the United States employed in direct connection with the use, construction, or care of these works, will be allowed to visit any portion of the lake and coast defenses of the United States.

354. The taking of photographic or other views of permanent works of defense will not be permitted. Neither written nor pictorial descriptions of these works will be made for publication without the authority of the Secretary of War, nor will any information be given concerning them which is not contained in the printed reports and documents of the War Department.

ARTICLE XXXIX.

Small-Arms Practice.

355. Small-arms practice will be conducted and reports thereof made in accordance with the authorized firing regulations and orders from the War Department.

356. The aggregate allowance of ammunition for any company will be expended at such times during the year as the department commander may direct, or, in the absence of specific directions, as the post and company commanders may determine.

When not used in target practice, ammunition may, in the discretion of the post and company commanders, be expended in hunting.

357. The Ordnance Department will provide the requisite targets, streamers, and flags. The quartermaster will set up the targets, prepare the range, and construct shelters for the markers. Flour for making paste for use in target practice will be issued by the commissary.

358. Where hunting for large game is practicable the men will be encouraged to hunt, and for this purpose company commanders may permit their men to purchase cartridges, if the supply warrants it, such sales to be accounted for on the returns of ordnance.

ARTICLE XL.

Roster, Detachments, and Daily Service.

THE ROSTER.

359. A roster is a list of officers or men for duty, with a record of the duty performed by each. Generally details for duty are so made that the one longest off is the first for detail. Details so made are said to be made by roster.

360. All details for service in garrison and in the field, except the authorized special and extra-duty details, will be by roster; but officers or enlisted men when detailed must serve whether a roster be kept or not.

361. The duties performed by roster are of two classes. The first comprises (a) outposts; (b) interior guards, including stable guards; (c) detachments to protect laborers on military works; (d) armed working parties on such works. Soldiers march armed and, if necessary, fully equipped on all duties of this class. The second class comprises all other duties and fatigue, in or out of the garrison or camp. The rosters are distinct for each class.

362. Lieutenant-colonels and majors are on one roster, and may be detailed when the importance of the duty requires it. In the field their roster is kept at division and brigade headquarters. Captains form one roster, and are exempt from ordinary fatigue duties. Lieutenants form one roster, but when conditions make it advisable captains and lieutenants may be placed on one roster, or one or more of the senior lieutenants may be placed on the captains' roster. Sergeants, corporals, musicians, and privates form distinct rosters.

363. Unless otherwise ordered by the commanding officer, officers, noncommissioned officers, and privates take duties of the first class in the order stated in paragraph 361, viz, the first for detail takes the outposts, the next the interior guards, and so on. In those of the second class the senior officer takes the largest party. The party first for detail takes the service out of camp.

364. In making details by roster, an officer or enlisted man is each day charged with the number of days that he has remained present and available since the beginning of his last tour. Departures from this rule may be authorized by the commanding officer whenever a strict application would allow improper advantage or work hardship.

365. When an officer has been detailed and is not present or available at the hour of marching, the next after him takes the duty. When an outpost has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was can not take it unless so ordered by the commanding officer.

366. Duties of the first class are credited on the roster when the guards or detachments have passed the chain of sentinels or an interior guard has reached its post; other duties, when the parties have entered upon their performance.

367. An officer or enlisted man on duty of the first class, or who is next for detail for such duty, is available, when relieved, for duty of the second class that has fallen

to him during that time. Except in emergencies no duty will be required of the old officer of the day or the old guard until four hours after they have been relieved.

368. Field and siege batteries serving with other troops will perform their own guard, police, and fatigue duty, and officers and men will be exempt from detail for other duty of like character, except when in the judgment of the commanding officer the necessities of the service will not permit such exemption, in which case he will immediately report his action and the circumstances to the department commander.

369. Detachments of the Signal Corps shall be exempt from detail for any other duty, except when in the judgment of the commanding officer the importance of the duty will not permit exemption.

DETACHMENTS.

370. As far as the exigencies of the service will permit, detachments for armed service will be formed by taking battalions, companies, platoons, or other subdivisions in turn, according to the roster.

371. Officers or enlisted men detailed for detached service while on other duty will be relieved from that duty, if practicable, in time to march with the detachment.

372. When a detachment is to be formed from the different organizations of a command the adjutant or adjutant-general forms its contingent, verifies the details, and sends it to the place of assembly, or turns it over to the detachment commander.

373. When detachments meet, the command is regulated while they serve together as if they formed one command, but the senior officer can not prevent the commander of any detachment from moving when he thinks proper to execute the orders he has received.

374. On the return of a detachment its commander reports to the headquarters from which he received his orders.

DAILY SERVICE.

375. There will be daily at least two roll calls, viz: At reveille and retreat. Commanding officers may also order roll calls in special cases at such times as they deem necessary. The roll will be called on the company parade by the first sergeant, superintended by a commissioned officer. If companies are quartered together or in contiguous barracks, one officer may superintend the roll call of two or more of them provided he can do so efficiently, commanding officers regulating the practice in this regard. Ordinarily there will not be any formation for roll call at tattoo, but the prescribed signal will be sounded, and fifteen minutes thereafter lights in squad rooms will be extinguished and all noises and loud talking will cease. Call to quarters will be sounded at 10.45 p. m., and taps at 11. At taps all lights not authorized by the commanding officer will be extinguished and the first sergeant or other noncommissioned officer, as the company commander may direct, will inspect each company and report to the officer of the day the names of all unauthorized absentees. Reveille roll call in garrison will not ordinarily take place earlier than 5.30 a. m. in summer, or 6.30 a. m. in winter.

376. Mess call in garrison will be sounded daily as follows: For breakfast, fifteen minutes after reveille roll call; for dinner, not earlier than 12 m. nor later than 12.15 p. m.; for supper, not earlier than 5 nor later than 6.30 p. m. Meals for enlisted men will be served promptly at the hours appointed, and the duties of the post, as far as compatible with the requirements of the service, will be so arranged that all the men may be present. The men will be allowed at least twenty minutes for breakfast and supper and thirty minutes for dinner.

377. Except at the ceremony of parade, the result of a roll call will be reported after the companies have been dismissed to the officer superintending the call, who will report the result to the commanding officer.

378. In camp and garrison the commanding officer fixes the hours for reports, issues, and roll calls, and for the performance of stated duties and fatigues. In gar-

rison, retreat will be not later than sunset. The signals will be sounded by the field musicians in accordance with authorized drill regulations.

379. After breakfast, and after stable duty in the mounted service, the tents or quarters and adjacent ground will be policed by the men of the companies and the guardhouse or guard tent by the prisoners, or by members of the guard if there be no prisoners.

ARTICLE XLI.

Honors, Courtesies, and Ceremonies.

HONORS.

380. The officers named below will be received with standards and colors dropping, officers and troops saluting, and the bands and field music playing, as follows: The President, the President's March; the General, the General's March; the Lieutenant-General, trumpets sounding three flourishes or drums beating three ruffles; a major-general, two flourishes or two ruffles; a brigadier-general, one flourish or one ruffle.

381. To the Vice-President, the members of the Cabinet, the Chief Justice, the President of the Senate, the Speaker of the House of Representatives, American or foreign ambassadors, and governors within their respective States and Territories the same honors are paid as to the General; to the Assistant Secretary of War and to American or foreign envoys or ministers, the same honors as to the Lieutenant-General; to officers of the Navy the honors due to their relative rank; to officers of marines and volunteers, and militia when in the service of the United States, the honors due to like grades in the regular service; to officers of a foreign service the honors due to their rank.

382. The national or regimental color or standard, uncased, passing a guard or other armed body will be saluted, the field music sounding "to the color" or "to the standard." Officers or enlisted men passing the uncased color will render the prescribed salute; with no arms in hand, the salute will be made by uncovering.

383. Whenever "The Star Spangled Banner" is played by the band on a formal occasion at a military station, or at any place where persons belonging to the military service are present in their official capacity, all officers and enlisted men present will stand at attention. The same respect will be observed toward the national air of any other country when it is played as a compliment to official representatives of such country.

384. No honors are paid by troops when on the march or in trenches, except that they may be called to attention, and no salute is rendered when marching in double time or at the trot or gallop.

385. The commanding officer is saluted by all commissioned officers in command of troops or detachments. Troops under arms will salute as prescribed in drill regulations.

386. All officers salute on meeting and in making or receiving official reports. Military courtesy requires the junior to salute first, but when the salute is introductory to a report made at a military ceremony or formation to the representative of a common superior—as for example, to the adjutant, officer of the day, etc.—the officer making the report, whatever his rank, will salute first; the officer to whom the report is made will acknowledge by saluting, that he has received and understood the report. When under arms the salute is made with the sword or saber if drawn; otherwise with the hand. A mounted officer dismounts before addressing a superior not mounted.

387. On official occasions officers, when indoors and under arms, do not uncover, but salute with the sword if drawn; otherwise with the hand. If not under arms,

they uncover and stand at attention, but do not salute except when making or receiving reports.

388. When an enlisted man without arms passes an officer he salutes with the hand farthest from the officer. If mounted he salutes with the right hand. Officers are saluted whether in uniform or not.

389. An enlisted man, armed with the saber and out of ranks, salutes all officers with the saber if drawn; otherwise he salutes with the hand. If on foot and armed with a rifle or carbine, he makes the rifle or carbine salute. A mounted soldier dismounts before addressing an officer not mounted.

390. A noncommissioned officer or private in command of a detachment without arms salutes all officers with the hand, but if the detachment be on foot and armed with the rifle or carbine, he makes the rifle or carbine salute, and if armed with a saber he salutes with it.

391. An enlisted man, if seated, rises on the approach of an officer, faces toward him and salutes. If standing, he faces the officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated. Soldiers actually at work do not cease work to salute an officer unless addressed by him.

392. An enlisted man makes the prescribed salute with the weapon he is armed with, or if unarmed, whether covered or uncovered, with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

393. Indoors, an unarmed enlisted man uncovers and stands at attention upon the approach of an officer; he does not salute unless he addresses or is addressed by the officer. If armed he salutes as heretofore prescribed, without uncovering.

394. When an officer enters a room where there are soldiers, the word "Attention" is given by some one who perceives him, when all rise and remain standing in the position of a soldier until the officer leaves the room. Soldiers at meals do not rise.

395. Soldiers at all times and in all situations pay the same compliments to officers of the Army, Navy, Marine Corps, and volunteers and to officers of the organized militia in uniform as to officers of their own regiment, corps, or arm of service.

396. Officers will at all times acknowledge the courtesies of enlisted men by returning salutes given, in the manner prescribed in drill regulations. When several officers in company are saluted, all who are entitled to the salute return it.

SALUTES WITH CANNON.

397. Salutes with cannon will be fired under charge of commissioned officers, who shall be present at the firing and direct it.

Guns using metallic-case ammunition will be used whenever practicable; in their absence other breech-loading guns should preferably be used. Muzzle-loaders will be used only when breechloaders are not available. When using muzzle-loading guns a sufficient number should be employed, if practicable, to avoid the necessity of firing the same gun a second time.

For muzzle-loading guns, or breechloaders using cartridge bags, the bags will be made of silk, measuring in length at least one and one-half times their diameter, and care will be taken that the sponges are not worn, and that they thoroughly fill the chamber or bore of the gun, and when the same gun is fired more than once, that the intervals between the discharges are sufficient to allow the chamber or bore to be thoroughly sponged and chamber of breechloaders examined. Unless all of these conditions be fulfilled salutes will not be fired with these classes of guns.

The minimum number of pieces with which the salutes can be fired is two for rapid-fire and field, four for siege, and six for seacoast guns. When practicable rapid-fire guns will be used for saluting purposes.

398. The rapidity with which pieces are discharged during a salute depends upon their caliber. Subject to the restrictions of the preceding paragraph, guns of

4-inch caliber or less should have intervals of five seconds between discharges; guns of over 4-inch caliber, ten seconds.

399. When muzzle-loading guns are used, the pieces for a salute should, if possible, be of the same or equivalent caliber. If the number of guns in the saluting battery admits of it, the entire number required and two or three over should be loaded and made ready previous to commencing the salute; the detachments are then dispensed with, and a single cannoneer at each piece discharges it at the proper time. When the number of pieces is insufficient for the entire salute, as many as possible should be used so as to avoid frequent reloadings.

The pieces are numbered from right to left—one, two, three, and so on—and each detachment or the cannoneer, as the case may be, is made clearly to understand the number of the piece.

At the proper moment the officer in charge commands: "Number one, fire!" and observing the proper interval, "Number two, fire!" and so on to the left piece, when he returns to the first and repeats the same commands until the entire number required for the salute is discharged. In order to preserve regularity in the fires he will not concern himself with the running number, but will have a capable person to keep count and notify him when the required number of discharges is made. In giving the command "fire!" he looks toward the piece to be fired, and gives it in such a pronounced manner, accompanied by a signal with his sword, as to be unmistakable. The cannoneer discharging a piece when its number is called casts his eye to the officer and, observing the signal as well as the command, fires the piece promptly. Should a piece miss fire, the officer immediately commands the next to fire and allows the piece that has missed to remain undischarged until its proper turn comes again. Immediately after each piece is discharged it is reloaded and made ready if there is probability of its being fired again.

When troops are drawn up for the reception of a dignitary, and it is practicable to have a battery of field guns on the ground, a salute from it should form part of the ceremony; otherwise guns in position are used. When field guns are used it is most appropriate to fire the salute at the place of review, and at the time just previous to the review when the personage arrives on the ground.

400. Salvos are simultaneous discharges from several cannon; they correspond to volleys of musketry and are fired by way of salute only over the graves of officers at the time of burial. The order designating a funeral escort prescribes whether the fire shall be three volleys of musketry or three salvos of artillery.

401. Salutes will be fired between sunrise and sunset only, and, as a rule, not on Sunday unless required by international courtesy. The national flag will always be displayed at the time of firing a salute.

NATIONAL SALUTES.

402. The national salute is twenty-one guns. It is also the salute to a national flag.

The salute to the Union, commemorative of the Declaration of Independence and consisting of one gun for each State, is fired at noon on July 4 at every post provided with suitable artillery.

403. It is the custom of foreign ships of war, on entering a harbor or passing near a fortification, to hoist at the fore the flag of the country in whose waters they are, and to salute it. On the completion of the salute to the flag, a salute of the same number of guns will be promptly returned by the nearest fort or battery. If there be several forts or batteries in sight, or within 6 miles of each other, the saluting station will return the salute. United States vessels return salutes to the flag in United States waters only when there is no fort or battery to do so. United States vessels do not salute United States forts or posts, and the converse.

Saluting stations, for the purpose of returning the salutes of foreign men-of-war in the ports and territorial waters of the United States, will be designated in orders, from time to time, by the War Department.

The salute to the flag is the only salute that is returned, and this is invariably done as soon as possible. The time intervening should never exceed twenty-four hours. The failure to return such salutes is regarded as a discourtesy or lack of friendship justifying the other party in asking an explanation.

Notice of an intention to salute the flag is sometimes given by the vessel direct to the fort, but as giving notice involves delay vessels generally salute without it. Surveying vessels, storeships, and transports do not salute. If notice of intention to salute the flag be received by a fort, not the saluting station, such fort immediately notifies the saluting station and informs the vessel of the fact.

PERSONAL SALUTES.

404. The President, both on his arrival at and departure from a military post, or when in its vicinity, receives a salute of twenty-one guns. No other personal salute is fired in his presence.

The sovereign or chief magistrate of a foreign country receives the salute prescribed for the President; members of a royal family receive the salute due their sovereign.

An ex-President of the United States receives a salute of twenty-one guns.

The Vice-President receives a salute of nineteen guns.

When officials other than those named visit military posts, they receive salutes as follows:

	Guns.
President of the Senate, and American or foreign ambassadors	19
Members of the Cabinet, the Chief Justice, the Speaker of the House of Representatives, a committee of Congress officially visiting a military post, governors within their respective States or Territories, or a governor-general, and the civil governor of the Philippine Islands	17
The Assistant Secretary of War or the Assistant Secretary of the Navy, when officially visiting a military post; the vice-governor of the Philippine Islands, and American or foreign envoys or ministers	15
Ministers resident accredited to the United States	13
Chargés d'affaires	11
Consuls-general accredited to the United States	9
The General	17
The Lieutenant-General	15
Major-General	13
Brigadier-General	11

The term "governor-general" shall be taken to mean an administrative officer under whom officers with the title of governor are acting.

405. As a rule, a personal salute is to be fired when the personage entitled to it enters a post.

When several persons, each of whom is entitled to a salute, arrive together at a post, the highest in rank or position is alone saluted. If they arrive successively, each is saluted in turn.

An officer assigned to duty according to his brevet rank is entitled to the salute prescribed for the grade to which he is assigned.

A retired general officer making an official visit is saluted according to his rank.

An officer, whether civil, military, or naval, holding two or more positions, either of which entitles him to a salute, receives only the salute due to the highest grade. In no event is the same person to be saluted in more than one capacity.

Personal salutes at the same place and in compliment to the same person, whether civil, diplomatic, military, or naval, are never to be fired oftener than once a year, unless such person shall have been in the meantime advanced in rank.

406. Officers of the Navy are saluted according to their relative rank; officers of marines and of the volunteer forces or militia in the service of the United States, and officers of foreign services, are saluted according to rank.

407. When a civil functionary entitled to a salute arrives at a military post, the commanding officer meets or calls upon him as soon as practicable, and will tender him a review if the garrison consists of not less than four companies. When a general officer visits a post within his command, the troops will be paraded for review, unless he directs otherwise. When a salute is to be given an officer junior to another present at a post, the senior will be notified to that effect by the commanding officer.

408. In addition to the foregoing, occasions of a public nature frequently arise when salutes are both desirable and proper. Orders will be given in such cases.

409. The flag of a military post will not be dipped by way of salute or compliment.

VISITS AND COURTESIES.

410. Officers arriving at the headquarters of a military command, or at a military post, will call upon the commander thereof as soon as practicable and register their names. If the visiting officer be senior to the commander, the former may send a card, in which case it becomes the duty of the commander to make the first call.

411. The interchange of official compliments and visits between foreign military and naval officers and the authorities of a military post is international in character and opens the way to official and social courtesies among the officers. In cases of vessels of war, foreign or otherwise, recently arrived, it is the duty of the post commander to send a suitable officer to offer civilities and assistance. This is called the "boarding visit," and it is expected that this civility will be returned. Within twenty-four hours thereafter, weather permitting, the officer in chief command of the ship or ships should visit the officer in command of the post or station, should the latter be his equal or superior in grade. This visit will be returned within twenty-four hours. Should the naval officer in command be superior in grade to the officer commanding the post or station the first visit will be paid by the latter.

412. The interchange of visits between governors-general, governors, and other officers administering insular governments, and officers of the Army and Navy, is governed by the following rules, which have received the approval of the Secretaries of War and the Navy:

All naval officers in command shall make the first visit upon the governor-general, whatever the latter's military grade. Officers of the Army holding commands under a governor-general or acting as governors of provinces, departments, or cities, shall make the first visit upon a naval commander-in-chief, if the latter is of equal or superior grade, as shall also civilian governors of provinces, departments, or cities.

If not a commander-in-chief, the first visit shall be made by the senior naval officer upon officers of the Army holding command under a governor-general, or acting as governors of provinces, departments, or cities, if the latter are equal or superior in grade, and upon civilian governors of provinces, departments, or cities.

Should the governor-general be a civilian, and therefore not holding direct military command, the naval commander-in-chief shall make the first visit, both upon the governor and the army officer in chief command of troops in the island or group of islands, if he is of equal or superior grade.

Visits should be exchanged under the above rules between a naval commander-in-chief or senior naval officer: (1) With the governor; (2) the governor of a province, department, or city; (3) the army officer in chief command at a place where there is a civil governor.

Should the governor-general, or any other officer administering the government of an island, find that from indisposition or pressure of important business he is unable to pay or return these visits in person, he will depute his aid-de-camp or some other officer to do so. In like manner, should a naval commander-in-chief, from indisposition or pressing occupation, be precluded from paying or returning these visits, he will depute an officer not below the rank of flag lieutenant to do so. In each case the officer failing to pay the required visit in person will report the circumstances, and assign the reasons which led to the omission, to the Department under which he is acting.

413. When a military commander officially visits a vessel of war, he will give notice in advance of his intention to do so. He is received at the gangway by the commander of the vessel and is accompanied there by the same officer when leaving. The officer who is sent with the customary offer of civilities is met at the gangway of a vessel of war by the officer of the deck, and is presented by the latter to the commander of the vessel.

414. A vessel of war is approached and boarded, by commissioned officers, by the starboard side and gangway. In entering a boat, the junior goes first and other officers follow in order of rank; in leaving a boat, the senior goes first. The latter acknowledges the salutes which are given at the gangway of a naval vessel.

415. Naval vessels fire personal salutes to officers entitled to them when the boats containing them have cleared the ship. It is an acknowledgment of the salute by the officer saluted for his boat to lie on her oars from the first until the last gun and for him to uncover; at the conclusion, to give way. Personal salutes are not returned by military posts.

416. In case of vessels of war of foreign powers at peace with the United States lying in our ports or harbors and celebrating their national festivities, the commander of each fort, battery, or military post may participate in the celebration by firing salutes, parading commands, etc. In such a case the flag of the United States will be hoisted and lowered simultaneously with that of the ship on board of which the celebration occurs.

417. When boats are rowing in the same direction, an inferior is not to pass a superior in grade unless he is on urgent duty, or authorized by the superior.

When boats are pursuing opposite directions, the rule of the road to prevent fouling is that both shall "put their helms to port," i. e., to pass to the right, circumstances permitting.

When boats are approaching the same landing or vessel, an inferior is always to give way to a superior in rank.

Boats about leaving a ship's side or landing are to give way in ample time to others approaching.

It is not proper to land over another boat without permission, and only when it can not be avoided is permission to be asked.

418. A vessel of war on which the President of the United States is traveling displays the President's flag at the main. In case of foreign sovereigns, vessels display the royal standard of the sovereign in like manner.

ESCORTS OF HONOR.

419. Escorts of honor may be composed of any or of all arms, according to the circumstances. They are detailed for the purpose of receiving and escorting personages of high rank, civil or military, when they arrive and depart. The troops for this purpose will be selected for their soldierly appearance and superior discipline, and are formed and maneuvered as prescribed in the authorized drill regulations. The post commander in each case will detail an officer to attend the personage escorted, and to bear communications from him to the commander of the escort.

FUNERAL HONORS.

420. On the receipt at any post or camp of official notice of the death of the President of the United States, the commanding officer will, on the following day, cause a gun to be fired every half hour, beginning at sunrise and ending at sunset. When posts are in sight or within 6 miles of each other the firing will take place only at the post commanded by the senior officer.

421. The orders announcing the death of a Secretary of War, Assistant Secretary of War, or a general officer on the active or retired list, or other person entitled to a salute of cannon, will specify the number of guns to be fired at half-hour intervals, commencing at 8 o'clock a. m. on the day after the receipt of the order, and the posts at which they shall be fired. During the firing the flag will be displayed at half-staff.

422. When the funeral of an officer, who was entitled to a salute, takes place at or near a military post, minute guns will be fired while the remains are being borne to the place of interment, but the number of guns will not exceed that to which the officer was entitled as a salute. After the remains are deposited in the grave a salute corresponding to the rank of the deceased will be fired, in addition to three salvos of artillery or three volleys of musketry.

423. If the remains of a flag officer of the Navy or a general officer are brought ashore in the vicinity of a military post, the flag will be displayed at half-staff and minute guns will be fired as the procession moves. The number of guns will be that to which the officer was entitled as a salute.

424. During the funeral at or near a military post of a civil functionary, who was entitled to a salute, the flag is displayed at half-staff and minute guns are fired. The number of guns will be that to which the functionary was entitled as a salute.

425. On the death of an officer at a military post the flag is displayed at half-staff and so remains, between reveille and retreat, until the last salvo or volley is fired over the grave; or if the remains are not interred at the post, until they are removed therefrom.

426. During the funeral of an enlisted man at a military post the flag is displayed at half-staff. It is hoisted to the top after the final volley or gun is fired, or after the remains are taken from the post. The same honors are paid on the occasion of the funeral of a retired enlisted man.

427. All military posts in sight of each other display their flags at half-staff upon the occasion of one doing so. The same rule is observed toward all vessels of war.

428. When the flag is displayed at half-staff it is lowered to that position from the top of the staff. It is afterwards hoisted to the top before it is finally lowered.

429. The funeral escort of the Secretary of War or General of the Army will consist of a regiment of infantry, a squadron of cavalry, and two batteries of field artillery; of the Assistant Secretary of War or the lieutenant-general, a regiment of infantry, a squadron of cavalry, and a battery of field artillery; of a major-general, a regiment of infantry, two troops of cavalry, and a battery of field artillery; of a brigadier-general, a regiment of infantry, a troop of cavalry, and a platoon of field artillery; of a colonel, a regiment; a lieutenant-colonel or major, a battalion or squadron; a captain, one company; a subaltern, a platoon. The funeral escort of a general officer, or of any other officer either on the active or retired list, when the funeral occurs at any other place than a military post or camp, will be ordered by the War Department, and will be composed of such bodies of troops, not exceeding the number prescribed in this paragraph, as the interests of the service will permit. But in all cases where the funeral ceremonies take place at or in the immediate vicinity of a military post, or where the remains are conveyed through a military post en route to the place of burial, the above regulation relative to escort will be complied with, so far as the strength of the garrison will allow. The flag will be at half-staff while the remains are at or

in the immediate vicinity of the post, and the department or post commander will give the necessary orders.

430. The funeral escort of an officer will be commanded by an officer of the same grade; if none such be present, by one of the next lower grade available. The ceremony is prescribed in the drill regulations.

431. The funeral escort of a noncommissioned staff officer will consist of sixteen men, commanded by a sergeant; of a sergeant, of fourteen men, commanded by a sergeant; of a corporal, of twelve men, commanded by a corporal; of a private, of eight men, commanded by a corporal.

432. The funeral escorts of officers of field artillery will be as follows: Colonel, twelve pieces; lieutenant-colonel and major, eight pieces; captain, four pieces; lieutenant, two pieces. The escort of an enlisted man will consist of one piece. Caissons need not accompany the pieces.

433. Six pallbearers will be selected, as far as practicable from the grade of the deceased.

434. Officers and enlisted men attending military funerals wear uniform and side arms and in the funeral procession follow the mourners in order of rank, seniors in front. The funeral of an officer is attended by such officers of the post or organization in the field as other duties will permit. The funeral of a noncommissioned officer is attended by the noncommissioned officers and privates of the regiment, or such part of it as may be present and can be spared from other duties; that of a private by the noncommissioned officers and privates of his company.

435. The badge of military mourning is a knot of black crape worn upon the sword hilt for a period not to exceed thirty days.

436. As family mourning, officers may wear a straight band of crape five inches wide around the left arm above the elbow.

437. The drums of a funeral escort will be covered with black crape or thin black serge, furnished by the quartermaster.

438. The colors of a regiment will not be placed in mourning or draped, except when ordered from the War Department. Two streamers of crape seven feet long and about twelve inches wide attached to the ferrule below the spearhead will be used for the purpose.

CEREMONIES.

439. All ceremonies will be conducted as prescribed in the authorized drill regulations.

440. There will be daily one parade, morning or evening, as the commanding officer may direct, which will not be dispensed with except on urgent occasions. All officers and men will be present unless specially excused or on duty incompatible with such attendance.

441. At every military post or station the flag will be hoisted at the sounding of the first note of the reveille, or of the first note of the march, if a march be played before the reveille. The flag will be lowered at the sounding of the last note of the retreat, and while the flag is being lowered the band will play "The Star Spangled Banner." The national flag shall be displayed at a seacoast or lake fort at the commencement of an action and during a battle in which the fort may be engaged, whether by day or at night.

442. Troops will be mustered for pay on the last day of each month unless otherwise ordered by the War Department. When the commanding officer can not muster all the troops he will designate other officers to assist.

443. Each stated muster will, when practicable, be preceded by a minute and careful inspection. If the command consists of more than one company, the inspection will be preceded by a review. If the day for muster falls on Sunday, such review and inspection will be omitted.

444. On Memorial Day, May 30, at all army posts and stations, the national flag will be displayed at half-staff from sunrise till midday, and immediately before noon the band, or field music, will play some appropriate air, and the national salute of twenty-one guns will be fired at 12 m. at all posts and stations provided with artillery. At the conclusion of this memorial tribute, at noon, the flag will be hoisted to the top of the staff and will remain there until sunset. When hoisted to the top of the staff, the flag will be saluted by playing one or more appropriate patriotic airs. In this way fitting testimonial of respect for the heroic dead and honor to their patriotic devotion will be appropriately rendered.

ARTICLE XLII.

Guards.

445. The authorized Manual of Guard Duty is the guide in all matters relating to duties of guards not contained in these regulations.

446. Articles of camp and garrison equipage needed for strictly post or police purposes—as flags, spades, shovels, axes, hatchets, pickaxes, and brooms—will be issued by the quartermaster on special requisition of the officer of the guard or officer of the day, approved by the post commander. These articles will be receipted for by the officer making the requisition and dropped from the quartermaster's returns; articles other than those herein enumerated will be continued on his returns.

447. Articles so obtained will be duly entered, by the officer who receives them, on the guard report under the heading "Articles in charge." They will be carried on the report and daily receipted for by the successive officers of the guard or day. When no longer fit for use, they will be submitted for inspection, and, if condemned, disposed of as ordered.

448. An officer who receipts for property so carried on the guard report is not required to render returns thereof. He is relieved from accountability for it by the receipt of his successor.

ARTICLE XLIII.

Maps and Reconnaissances.

449. The commanding officer of every body of troops ordered to march will select a competent person, preferably a commissioned officer, to whom he will intrust the special duty of making the field notes and sketches and keeping the journals hereinafter mentioned for the preparation of a map of the route traversed. The person so selected will be relieved of so much of his routine duties as will enable him to perform this duty. Daily or more frequently the commanding officer will inspect and verify the notes and journal.

450. Journals of marches will be kept in notebooks, and route reconnaissances will be recorded on blanks. The books and blanks will be furnished by the Engineer Department. If they can not be obtained, they will be prepared according to standard forms as nearly as practicable.

451. Notebooks will be freely used, and to guard against loss of valuable data copies will be made, verified, and retained, and the originals forwarded to department headquarters at every convenient opportunity. Whenever a sufficient halt is made, a map of the route up to that point, together with a report thereon, will be transmitted in the same manner. These notes will not be omitted when passing over known routes.

452. General instructions for the use and preservation of instruments, the character of the observations to be specially made, and the methods of recording them will be found in printed notes in the book and on the form which the Engineer Department supplies.

453. Requisitions will be made upon the Engineer Department for the necessary instruments, notebooks, and reconnaissance blanks.

ARTICLE XLIV.

MILITARY EDUCATION.

454. The military educational system of the United States comprises:

1. The Military Academy at West Point for the education of cadets.
2. Post schools for the instruction of enlisted men.
3. At each military post a garrison school for the instruction of officers in subjects pertaining to the performance of their ordinary duties.
4. Special service schools—
   (*a*) The Artillery School, Fort Monroe, Va.
   (*b*) The Engineer School, Washington Barracks, D. C.
   (*c*) The School of Submarine Defense, Fort Totten, N. Y.
   (*d*) The School of Application for Cavalry and Field Artillery, Fort Riley, Kans.
   (*e*) The Army Medical School, Washington, D. C.
   (*f*) The Signal School, Fort Leavenworth, Kans.
   (*g*) The Infantry and Cavalry School, Fort Leavenworth, Kans.
5. The Staff College, Fort Leavenworth, Kans.
6. The Army War College, Washington, D. C.

The foregoing are governed by regulations issued by the War Department.

7. The military department of civil institutions at which officers of the Army are detailed under the provisions of law; regulations governing the courses of military instruction and the detail of officers at these institutions are issued in orders from the War Department.

ARTICLE XLV.

THE MILITIA.

455. The following provisions of the Constitution and laws govern the calling of the militia into the service of the United States:

The constitutional provisions are—

The Congress shall have power * * * to provide for calling forth the militia to execute the laws of the Union, suppress insurrections and repel invasions;

To provide for organizing, arming, and disciplining, the militia, and for governing such part of them as may be employed in the service of the United States, reserving to the States respectively, the appointment of the officers, and the authority of training the militia according to the discipline prescribed by Congress. (Art. I, sec. 8, pars. 15–16.)

The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and on application of the legislature, or of the executive (when the legislature can not be convened) against domestic violence. (Art. 4, sec. 4.)

In pursuance of the foregoing delegations of authority Congress has enacted—

[Revised Statutes.]

SEC. 5288. It shall be lawful for the President, or such person as he shall empower for that purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, as shall be necessary to compel any foreign vessel to depart the United States in all cases in which, by the laws of nations or the treaties of the United States, she ought not to remain within the United States.

INSURRECTIONS.

SEC. 5297. In case of an insurrection in any State against the government thereof it shall be lawful for the President, on application of the legislature of such State, or of the executive when the legislature can not be convened, to call forth such number of the militia of any other State or States which may be applied for as he deems sufficient to suppress such insurrection, or, on like application, to employ for the same purposes such part of the land or naval forces of the United States as he deems necessary.

SEC. 5298. Whenever, by reason of unlawful obstructions, combinations, or assemblages of persons, or rebellion against the authority of the Government of the United States, it shall become impracticable, in the judgment of the President, to enforce by the ordinary course of judicial proceedings the laws of the United States within any State or Territory, it shall be lawful for the President to call forth the militia of any or all the States and to employ such parts of the land and naval forces of the United States as he may deem necessary to enforce the faithful execution of the laws of the United States or to suppress such rebellion in whatever State or Territory thereof the laws of the United States may be forcibly opposed or the execution thereof forcibly obstructed.

SEC. 5299. Whenever insurrection, domestic violence, unlawful combinations, or conspiracies in any State so obstructs or hinders the execution of the laws thereof and of the United States as to deprive any portion or class of the people of such State of any of the rights, privileges, or immunities or protection named in the Constitution and secured by the laws for the protection of such rights, privileges, or immunities, and the constituted authorities of such State are unable to protect or from any cause fail in or refuse protection of the people in such rights, such facts shall be deemed a denial by such State of the equal protection of the laws to which they are entitled under the Constitution of the United States, and in all such cases, or whenever any such insurrection, violence, unlawful combination, or conspiracy, opposes or obstructs the laws of the United States or the due execution thereof, or impedes or obstructs the due course of justice under the same, it shall be lawful for the President, and it shall be his duty, to take such measures, by the employment of the militia or the land and naval forces of the United States, or of either, or by other means, as he may deem necessary for the suppression of such insurrection, domestic violence, or combinations.

[Act of April 22, 1898.]

That the organized and active land forces of the United States shall consist of the Army of the United States and of the militia of the several States when called into the service of the United States: *Provided*, That in time of war the Army shall consist of two branches which shall be designated, respectively, as the Regular Army and the Volunteer Army of the United States (30 Stats., 361).

[Act of January 21, 1903.]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the militia shall consist of every able-bodied male citizen of the respective States, Territories, and the District of Columbia, and every able-bodied male of foreign birth who has declared his intention to become a citizen, who is more than eighteen and less than forty-five years of age, and shall be divided into two classes—the organized militia, to be known as the National Guard of the State, Territory, or District of Columbia, or by such other designations as may be given them by the laws of the respective States or Territories, and the remainder to be known as the reserve militia.

* * * * * * *

SEC. 4. That whenever the United States is invaded, or in danger of invasion from any foreign nation, or of rebellion against the authority of the Government of the United States, or the President is unable, with the other forces at his command, to execute the laws of the Union in any part thereof, it shall be lawful for the President to call forth, for a period not exceeding nine months, such number of the militia of the State or of the States or Territories or of the District of Columbia as he may deem necessary to repel such invasion, suppress such rebellion, or to enable him to execute such laws, and to issue his orders for that purpose to such officers of the militia as he may think proper.

SEC. 5. That whenever the President calls forth the militia of any State or Territory or of the District of Columbia to be employed in the service of the United States, he may specify in his call the period for which such service is required, not exceeding nine months, and the militia so called shall continue to serve during the term so specified, unless sooner discharged by order of the President.

SEC. 6. That when the militia of more than one State is called into the actual service of the United States by the President he may, in his discretion, apportion them among such States or Territories or to the District of Columbia according to representative population.

SEC. 7. That every officer and enlisted man of the militia who shall be called forth in the manner hereinbefore prescribed and shall be found fit for military service shall be mustered or accepted into the United States service by a duly authorized mustering officer of the United States: *Provided, however*, That any officer or enlisted man of the militia who shall refuse or neglect to present himself to such mustering officer upon being called forth as herein prescribed shall be subject to trial by court-martial, and shall be punished as such court-martial may direct.

SEC. 8. That courts-martial for the trial of officers or men of the militia, when in the service of the United States, shall be composed of militia officers only.

SEC. 9. That the militia, when called into the actual service of the United States, shall be subject to the same Rules and Articles of War as the regular troops of the United States.

SEC. 10. That the militia, when called into the actual service of the United States, shall, during their time of service, be entitled to the same pay and allowances as are or may be provided by law for the Regular Army.

SEC. 11. That when the militia is called into the actual service of the United States, or any portion of the militia is accepted under the provisions of this act, their pay shall commence from the day of their appearing at the place of company rendezvous. But this provision shall not be construed to authorize any species of expenditure previous to arriving at such places of rendezvous which is not provided by existing laws to be paid after their arrival at such places of rendezvous.

* * * * * * *

SEC. 22. That when any officer, noncommissioned officer, or private of the militia is disabled by reason of wounds or disabilities received or incurred in the service of the United States he shall be entitled to all the benefits of the pension laws existing at the time of his service, and in case such officer, noncommissioned officer, or private dies in the service of the United States, or in returning to his place of residence after being mustered out of such service, or at any time, in consequence of wounds or disabilities received in such service, his widow and children, if any, shall be entitled to all the benefits of such pension laws.

456. The President's authority over the militia is derived from this legislation. He can call them out only in those cases in which Congress shall have specifically provided for his so doing. When the call is complied with, the militia becomes national in character and the President their commander-in-chief.

The President is the exclusive judge of the existence of an exigency justifying the calling out of the militia, and the executive measures necessary for giving effect to the call are ministerial acts, which the Secretary of War may perform as the representative of the President.

457. Whenever the militia is called into the service of the United States the organized militia will be first designated, and in apportioning quotas according to representative population they will, to the extent practicable, be so adjusted as not to leave any State or Territory unprovided with a reserve force sufficient to meet any emergency then existing or imminent within such State or Territory. Requisition will be made by the War Department upon governors of States and Territories, and the arm of the service and the number of organizations thereof required will be stated in the requisitions.

458. Militia called into the service of the United States will be mustered in by officers of the Army detailed by the War Department for this purpose. No organization will be accepted into the service of the United States which, in number of officers and enlisted men, is below the minimum prescribed by the President or above the maximum strength fixed by law for such organizations. The extent of the physical examination upon muster-in will be in accordance with the length and character of service for which the organizations are called and will be prescribed in orders from the War Department: *Provided*, That in such States as shall have adopted a standard of physical examination for enlistment and reenlistment of the organized militia approved by the Secretary of War, such militia shall be deemed under the law "fit for military service," and shall be duly mustered into the service of the United States as such. Under these conditions, as soon as practicable after such muster-in, without interfering with the supreme duty of the militia—the defense of the country—and in such a manner as not to prevent their employment against an enemy, a physical examination will be made by a medical officer of the Army detailed for the purpose, who shall note all cases of defect and cause the same to be entered on the muster-roll against the name of each individual, stating in each case whether the defect so noted existed prior to the muster-in of the soldier.

459. It shall be the duty of every officer designated to muster into the service any of the militia of the several States to see that the muster-rolls contain all information that might in any way affect pay or which it might be necessary to consider in the determination of claims for pensions. Blank forms and detailed instructions will be forwarded to mustering officers by the War Department.

Upon the completion of the muster-in of any organization, the mustering officer shall forward the rolls promptly to their proper destinations as given in his detailed instructions.

From the day that any portion of the militia called into the actual service of the United States appear at their places of company rendezvous, the War Department through its duly accredited agents will provide and deliver subsistence and such necessary supplementary supplies of clothing, equipment, armament, and ammunition as existing laws authorize to be furnished militia after arrival at such places of rendezvous.

To expedite the mobilization of the militia called into the service of the United States, the War Department after consultation with the governors will designate convenient State rendezvous for assembling companies, batteries, etc., the General Government meeting all authorized expenses incident to this preliminary concentration from the day the militia appear at their places of company rendezvous.

460. In all cases payments to militia mustered into the service of the United States will be made in the same manner as to organizations of the Regular Army.

461. At the termination of the period for which the President called the militia forces into service they shall be mustered out by an officer of the Army detailed for the purpose, at such rendezvous favorable to all interests concerned as may be directed by the War Department. The mustering officer will be provided by the War Department with blanks and detailed instructions.

462. To facilitate the settlement of claims that may be made for pensions on account of disability incurred in the military service, that is, to establish the rights of persons under the pension laws, as well as to protect the interests of the United States, a thorough physical examination of all officers and enlisted men of the militia will be made immediately prior to their discharge or their muster out.

463. Specific regulations for the muster into and the muster-out of the service of the United States will be published by the War Department when the necessity arises.

ARTICLE XLVI.

The Government Hospital for the Insane.

464. The following classes of persons are, by law, entitled to admission to the asylum: (1) Officers and enlisted men of the regular or volunteer forces who have become insane while in the military service, or within three years after their discharge therefrom, for causes which arose during and were caused by such service; (2) inmates of the Soldiers' Home and of the National Home for Disabled Volunteer Soldiers; (3) civilian employees of the Quartermaster's, Subsistence, and Pay departments who may become insane during such employment; (4) military convicts.

465. The insane of the military service will be sent by department commanders, under proper escort, to Washington, D. C., where they will be reported to The Military Secretary of the Army, that the orders of the Secretary of War for admission to the Government Hospital for the Insane may be obtained.

466. An application for admission to the hospital will be forwarded in time to reach The Military Secretary of the Army, at least one day before the arrival of the patient. It will contain a full description of the patient, and will be accompanied by a certificate of the post surgeon containing the diagnosis and a detailed account of the medical history of the case. If the patient be a soldier, his descriptive list and certificates of disability will accompany the application. He will not be discharged from the service except by order of the Secretary of War after his arrival at the hospital.

467. An insane soldier will be escorted by a noncommissioned officer. When a number are sent at one time or when the patient or patients are violent, the department commander may order such addition to the escort as may be necessary. The noncommissioned officer will report to The Military Secretary of the Army, by telegraph, at least twenty-four hours in advance, the probable time and place of arrival

in Washington. After leaving the patient at the asylum the noncommissioned officer will report to The Military Secretary for further instructions.

468. On the departure of the patient from his station the commanding officer will give such orders to the person in charge as will provide for transportation of the necessary attendants to the institution and returning to their posts, also subsistence during their absence. When payment of commutation, in lieu of subsistence in kind, is permissible under paragraph 1249, the commanding officer may, in writing, order commutation for the patient to be paid in advance to, and receipted for by, the noncommissioned officer to whose charge the patient is committed.

469. To obtain the release of a patient when cured or his delivery to the care of friends, application must be made to The Military Secretary of the Army, accompanied by the recommendation of the superintendent of the hospital.

ARTICLE XLVII.

Indians.

INDIAN COUNTRY, ETC.

470. If any commanding officer of a military post has reason to suspect or is informed that any white person or Indian is about to introduce or has introduced any spirituous liquor or wine into the Indian country in violation of law, he may cause the boats, stores, packages, wagons, sleds, and places of deposit of such person to be searched; and if such liquor is found therein, the same, together with the boats, teams, wagons, and sleds used in conveying the same, and also the goods, packages, and peltries of such person, shall be seized and delivered to the proper officer, and shall be proceeded against by libel in the proper court. It shall, moreover, be the duty of any person in the service of the United States, or of any Indian, to take and destroy any ardent spirits or wine found in the Indian country, except such as may be introduced therein by the War Department. In all cases arising under sections 2139 and 2140, Revised Statutes, Indians shall be competent witnesses. It shall be a sufficient defense to any charge of introducing or attempting to introduce ardent spirits, ale, beer, wine, or intoxicating liquors into the Indian country that the acts charged were done under authority, in writing from the War Department or any officer duly authorized thereunto by the War Department.

471. The Indian country within the meaning of the foregoing paragraph may be defined, in general, as the Indian Territory, Indian reservations, or districts occupied by Indian tribes and to which the Indian title has not been extinguished; or sections of country over which the operation of the Indian trade and intercourse laws has been retained by Indian treaty stipulations. Should any case arise which, in the opinion of the department commander, does not appear to be embraced within these definitions, he will report it to the Secretary of War, in order that the question whether the location is Indian country may be authoritatively determined.

472. When lands are secured to the Indians by treaty against occupation by the whites the military commanders will keep intruders off the same by military force if necessary, until such time as the Indian title is extinguished or the lands are opened by Congress for settlement.

473. When questions arise as to the ownership of animals in possession of Indians, the commanding officer of the nearest military post is authorized and directed to act in conjunction with the agent in charge of said Indians in the investigation and determination of ownership.

474. The introduction into the Indian country for the purpose of sale to, or exchange with Indians of any breech-loading firearms and of any special ammunition adapted to them, and the sale and exchange to Indians in the Indian country of any such arms or ammunition is prohibited. The introduction into the country or dis-

trict occupied by any tribe of hostile Indians, for the purpose of sale or exchange to them, of arms or ammunition of any description, and the sale or exchange thereof to or with such Indians is prohibited; and all such arms or ammunition introduced by traders or other persons, and which are liable in any manner to be received by such hostile Indians, shall be deemed contraband of war, to be seized by any officer and confiscated.

475. Supplies, stores, and property of any kind procured out of Army appropriations will not be transferred, in any way or under any circumstances, for the use of Indians except under authority first obtained from the Secretary of War. Any officer violating the terms of this regulation will be charged with the money value of the supplies, stores, or property transferred, and in addition be otherwise held accountable according to circumstances.

476. Indians held as prisoners of war are entitled to receive necessary subsistence, clothing, medicines, and medical attendance. There is no authority of law permitting such supplies and attendance to be furnished to Indians under the care and management of the Interior Department. All Indian prisoners will be reported on the post returns under the following form:

Name of tribe.	Number of men.	Number of women.	Number of children above 12 years of age.		Number of children 12 years of age and under.		Date of capture.	Gain.	Loss.	Total.	Total last return.	Remarks.
			Male.	Female.	Male.	Female.						

PURCHASES FROM INDIANS.

477. Purchases of cattle, hay, grain, fuel, or other produce or merchandise which Indians may have for sale and which may be required for the military service may, with the approval of the Secretary of War, be made from Indians in open market, at fair and reasonable prices, but not exceeding the market prices in the localities where such purchases are made.

INDIAN SCOUTS.

478. Indians employed as scouts under the provisions of sections 1094 and 1112, Revised Statutes, will be enlisted for periods of three years and discharged when the necessity for their services shall cease. While in service they will receive the pay and allowances of cavalry soldiers and an additional allowance of 40 cents per day, provided they furnish their own horses and horse equipments; but such additional allowance will cease if they do not keep their horses and equipments in serviceable condition.

479. Department commanders are authorized to appoint the sergeants and corporals for the whole number of enlisted Indian scouts serving in their departments, but such appointments must not exceed the proportion of one first sergeant, five sergeants, and four corporals for sixty enlisted Indian scouts.

480. The number of Indian scouts allowed to military departments will be announced from time to time in orders from the War Department.

481. The enlistment and reenlistment of Indian scouts will be made under the direction of department commanders. The appointment or mustering of farriers or blacksmiths on the rolls of Indian scouts is illegal.

482. In all cases of enlistment of Indians the full Indian name, and also the English interpretation of the same, will be inserted in the enlistment papers and in all subsequent returns and reports concerning them.

ARTICLE XLVIII.

EMPLOYMENT OF TROOPS IN THE ENFORCEMENT OF THE LAWS.

483. It is unlawful to employ any part of the Army of the United States, as a posse comitatus or otherwise, for the purpose of executing the laws, except in such cases and under such circumstances as such employment of said force may be expressly authorized by the Constitution or by act of Congress; and any person willfully violating this provision will be deemed guilty of a misdemeanor, and, on conviction thereof, will be punishable by a fine not exceeding $10,000 or imprisonment not exceeding two years, or by both such fine and imprisonment.

484. The provisions of the Constitution and of acts of Congress authorizing the employment of the military forces for the purpose of executing the laws, are as follows:

ARTICLE IV OF THE CONSTITUTION.

§ 4. The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and on application of the legislature, or of the executive (when the legislature can not be convened), against domestic violence.

EVISED STATUTES OF THE UNITED STATES.

CIVIL RIGHTS.

SEC. 1984. The commissioners authorized to be appointed by the preceding section [sec. 1983] are empowered, within their respective counties, to appoint, in writing, under their hands, one or more suitable persons, from time to time, who shall execute all such warrants or other process as the commissioners may issue in the lawful performance of their duties, and the persons so appointed shall have authority to summon and call to their aid the bystanders or posse comitatus of the proper county, or such portion of the land and naval forces of the United States, or of the militia, as may be necessary to the performance of the duty with which they are charged; and such warrants shall run and be executed anywhere in the State or Territory within which they are issued.

SEC. 1989. It shall be lawful for the President of the United States, or such person as he may empower for that purpose, to employ such part of the land or naval forces of the United States, or of the militia, as may be necessary to aid in the execution of judicial process issued under any of the preceding provisions, or as shall be necessary to prevent the violation and enforce the due execution of the provisions of this title.

SEC. 1991. Every person in the military or civil service in the Territory of New Mexico shall aid in the enforcement of the preceding section [abolishing peonage].

INDIANS.

SEC. 2118. Every person who makes a settlement on any lands belonging, secured, or granted by treaty with the United States to any Indian tribe, or surveys or attempts to survey such lands, or to designate any of the boundaries by marking trees, or otherwise, is liable to a penalty of one thousand dollars. The President may, moreover, take such measures and employ such military force as he may judge necessary to remove any such person from the lands.

SEC. 2147. The superintendent of Indian Affairs, and the Indian agents and subagents, shall have authority to remove from the Indian country all persons found therein contrary to law; and the President is authorized to direct the military force to be employed in such removal.

SEC. 2150. The military forces of the United States may be employed in such manner and under such regulations as the President may direct—

First. In the apprehension of every person who may be in the Indian country in violation of law; and in conveying him immediately from the Indian country, by the nearest convenient and safe route, to the civil authority of the Territory or judicial district in which such person shall be found, to be proceeded against in due course of law;

Second. In the examination and seizure of stores, packages, and boats, authorized by law;

Third. In preventing the introduction of persons and property into the Indian country contrary to law; which persons and property shall be proceeded against according to law;

Fourth. And also in destroying and breaking up any distillery for manufacturing ardent spirits set up or continued within the Indian country.

SEC. 2151. No person apprehended by military force under the preceding section shall be detained longer than five days after arrest and before removal. All officers and soldiers who may have any such person in custody shall treat him with all the humanity which the circumstances will permit.

SEC. 2152. The superintendents, agents, and subagents shall endeavor to procure the arrest and trial of all Indians accused of committing any crime, offense, or misdemeanor, and of all other persons who may have committed crimes or offenses within any State or Territory, and have fled into the Indian country, either by demanding the same of the chiefs of the proper tribe, or by such other means as the President may authorize. The President may direct the military force of the United States to be employed in the apprehension of such Indians, and also in preventing or terminating hostilities between any of the Indian tribes.

THE PUBLIC LANDS.

SEC. 2460. The President is authorized to employ so much of the land and naval forces of the United States as may be necessary effectually to prevent the felling, cutting down, or other destruction of the timber of the United States in Florida, and to prevent the transportation or carrying away any such timber as may be already felled or cut down; and to take such other and further measures as may be deemed advisable for the preservation of the timber of the United States in Florida.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That if any person or persons shall, after the passing of this act, take possession of, or make a settlement on any lands ceded or secured to the United States, by any treaty made with a foreign nation, or by a cession from any State to the United States, which lands shall not have been previously sold, ceded, or leased by the United States, or the claim to which lands, by such person or persons, shall not have been previously recognized and confirmed by the United States; or if any person or persons shall cause such lands to be thus occupied, taken possession of, or settled; or shall survey, or attempt to survey, or cause to be surveyed, any such lands; or designate any boundaries thereon, by marking trees, or otherwise, until thereto duly authorized by law, such offender or offenders shall forfeit all his or their right, title, and claim, if any he hath, or they have, of whatsoever nature or kind the same shall or may be, to the lands aforesaid, which he or they shall have taken possession of, or settled, or caused to be occupied, taken possession of, or settled, or which he or they shall have surveyed, or attempt to survey, or cause to be surveyed, or the boundaries thereof he or they shall have designated, or caused to be designated, by marking trees or otherwise. And it shall moreover be lawful for the President of the United States to direct the marshal, or officer acting as marshal, in the manner hereinafter directed, and also to take such other measures, and to employ such military force as he may judge necessary and proper, to remove from lands ceded or secured to the United States by treaty or cession as aforesaid any person or persons who shall hereafter take possession of the same, or make, or attempt to make, a settlement thereon, until thereunto authorized by law. And every right, title, or claim forfeited under this act shall be taken and deemed to be vested in the United States, without any other or further proceedings: *Provided*, That nothing herein contained shall be construed to affect the right, title, or claim of any person to lands in the Territories of Orleans or Louisiana before the boards of commissioners established by the act intituled "An act for ascertaining and adjusting the titles and claims to land within the Territory of Orleans and the District of Louisiana," shall have made their reports and the decision of Congress been had thereon.

[Section 1 of an act approved March 3rd, 1807, perpetuated by sec. 5596, Revised Statutes.]

The Secretary of War, upon the request of the Secretary of the Interior, is hereafter authorized and directed to make the necessary detail of troops to prevent trespassers or intruders from entering the Sequoia National Park, the Yosemite National Park, and the General Grant National Park, respectively, in California, for the purpose of destroying the game or objects of curiosity therein, or for any other purpose prohibited by law or regulation for the government of said reservations, and to remove such persons from said parks if found therein. *Act of June 6, 1900 (31 Stat. L., 618).*

The President is hereby authorized to take such measures as shall be necessary to remove and destroy any unlawful inclosures of said (public) lands, and to employ civil or military force as may be necessary for that purpose. *Act of February 25, 1885 (23 Stat. L., 321).*

THE PUBLIC HEALTH.

SEC. 4792. The quarantines and other restraints established by the health laws of any State respecting any vessels arriving in, or bound to, any port or district thereof, shall be duly observed by the officers of the customs revenue of the United States, by the masters and crews of the several revenue cutters, and by the military officers commanding in any fort or station upon the seacoast; and all such officers of the United States shall faithfully aid in the execution of such quarantines and health laws, according to their respective powers and within their respective precincts, and as they shall be directed, from time to time, by the Secretary of the Treasury. * * *

EXTRADITION.

SEC. 5275. Whenever any person is delivered by any foreign government to an agent of the United States for the purpose of being brought within the United States and tried for any crime of which he is duly accused, the President shall have power to take all necessary measures for the transportation

and safe-keeping of such accused person, and for his security against lawless violence, until the final conclusion of his trial for the crimes or offenses specified in the warrant of extradition, and until his final discharge from custody or imprisonment for or on account of such crimes or offenses, and for a reasonable time thereafter, and may employ such portion of the land or naval forces of the United States, or of the militia thereof, as may be necessary for the safe-keeping and protection of the accused.

NEUTRALITY.

SEC. 5286. Every person who, within the territory or jurisdiction of the United States, begins or sets on foot, or provides or prepares the means for, any military expedition or enterprise, to be carried on from thence against the territory or dominions of any foreign prince or state or of any colony, district, or people with whom the United States are at peace, shall be deemed guilty of a high misdemeanor, and shall be fined not exceeding three thousand dollars and imprisoned not more than three years.

SEC. 5287. * * * In every case in which a vessel is fitted out and armed, or attempted to be fitted out and armed, or in which the force of any vessel of war, cruiser, or other armed vessel is increased or augmented, or in which any military expedition or enterprise is begun or set on foot, contrary to the provisions and prohibitions of this title; and in every case of the capture of a vessel within the jurisdiction or protection of the United States as before defined; and in every case in which any process issuing out of any court of the United States is disobeyed or resisted by any person having the custody of any vessel of war, cruiser, or other armed vessel of any foreign prince or state, or of any colony, district, or people, or of any subjects or citizens of any foreign prince or state, or of any colony, district, or people, it shall be lawful for the President, or such other person as he shall have empowered for that purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, for the purpose of taking possession of and detaining any such vessel, with her prizes, if any, in order to the execution of the prohibitions and penalties of this title, and to the restoring of such prizes in the cases in which restoration shall be adjudged, and also for the purpose of preventing the carrying on of any such expedition or enterprise from the territories or jurisdiction of the United States against the territories or dominions of any foreign prince or state, or of any colony, district, or people with whom the United States are at peace.

SEC. 5288. It shall be lawful for the President, or such person as he shall empower for that purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, as shall be necessary to compel any foreign vessel to depart the United States in all cases in which, by the laws of nations or the treaties of the United States, she ought not to remain within the United States.

INSURRECTION.

SEC. 5297. In case of an insurrection in any State against the government thereof it shall be lawful for the President, on application of the legislature of such State, or of the executive when the legislature can not be convened, to call forth such number of the militia of any other State or States which may be applied for as he deems sufficient to suppress such insurrection, or, on like application, to employ for the same purposes such part of the land or naval forces of the United States as he deems necessary.

SEC. 5298. Whenever, by reason of unlawful obstructions, combinations, or assemblages of persons, or rebellion against the authority of the Government of the United States, it shall become impracticable, in the judgment of the President, to enforce by the ordinary course of judicial proceedings the laws of the United States within any State or Territory, it shall be lawful for the President to call forth the militia of any or all the States, and to employ such parts of the land and naval forces of the United States as he may deem necessary to enforce the faithful execution of the laws of the United States, or to suppress such rebellion in whatever State or Territory thereof the laws of the United States may be forcibly opposed or the execution thereof forcibly obstructed.

SEC. 5299. Whenever insurrection, domestic violence, unlawful combinations, or conspiracies in any State so obstructs or hinders the execution of the laws thereof and of the United States as to deprive any portion or class of the people of such State of any of the rights, privileges, or immunities, or protection named in the Constitution and secured by the laws for the protection of such rights, privileges, or immunities, and the constituted authorities of such State are unable to protect or from any cause fail in or refuse protection of the people in such rights, such facts shall be deemed a denial by such State of the equal protection of the laws to which they are entitled under the Constitution of the United States, and in all such cases, or whenever any such insurrections, violence, unlawful combination, or conspiracy opposes or obstructs the laws of the United States or the due execution thereof, or impedes or obstructs the due course of justice under the same, it shall be lawful for the President, and it shall be his duty, to take such measures, by the employment of the militia or the land and naval forces of the United States, or of either, or by other means, as he may deem necessary for the suppression of such insurrection, domestic violence, or combinations.

Among the laws to be enforced under sections 5298 and 5299 are the following:

(1) Section 3995, Revised Statutes, which prohibits the obstructing or retarding the passage of the mail, and all other laws relating to the carrying of the mails.

(2) The following sections of an act approved July 2, 1890, entitled:

AN ACT to protect trade and commerce against unlawful restraints and monopolies.

SEC. 1. Every contract, combination in the form of trust or otherwise, or conspiracy in restraint of trade or commerce among the several States, or with foreign nations, is hereby declared to be illegal.

Every person who shall make any such contract, or engage in any such combination or conspiracy, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be punished by fine not exceeding five thousand dollars or by imprisonment not exceeding one year, or by both said punishments, in the discretion of the court.

SEC. 3. Every contract, combination in form of trust or otherwise, or conspiracy in restraint of trade or commerce in any Territory of the United States or of the District of Columbia, or in restraint of trade or commerce between any such Territory and another, or between any such Territory or Territories and any State or States or the District of Columbia, or with foreign nations, or between the District of Columbia and any State or States or foreign nations, is hereby declared illegal.

Every person who shall make any such contract or engage in any such combination or conspiracy shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be punished by fine not exceeding five thousand dollars or by imprisonment not exceeding one year, or by both said punishments, in the discretion of the court.

(3) The following section of an act approved July 2, 1864, entitled:

AN ACT granting lands to aid in the construction of a railroad and telegraph line from Lake Superior to Puget Sound, on the Pacific coast, by the northern route.

SEC. 11. *And be it further enacted,* That said Northern Pacific Railroad, or any part thereof, shall be a post route and a military road, subject to the use of the United States for postal, military, naval, and all other Government service, and also subject to such regulations as Congress may impose restricting the charges for such Government transportation.

(4) The following section of an act approved July 1, 1862, entitled:

AN ACT to aid in the construction of a railroad and telegraph line from the Missouri River to the Pacific Ocean, and to secure to the Government the use of the same for postal, military, and other purposes.

(The Union and Central Pacific Railway companies.)

SEC. 6. *And be it further enacted,* That the grants aforesaid are made upon condition that said company shall pay said bonds at maturity and shall keep said railroad and telegraph line in repair and use, and shall at all times transmit dispatches over said telegraph line and transport mails, troops, and munitions of war, supplies, and public stores upon said railroad for the Government whenever required to do so by any department thereof, and that the Government shall at all times have the preference in the use of the same for all the purposes aforesaid. * * *

(5) The following sections of an act approved July 27, 1866, entitled:

AN ACT granting lands to aid in the construction of a railroad and telegraph line from the States of Missouri and Arkansas to the Pacific coast.

SEC. 11. *And be it further enacted,* That said Atlantic and Pacific Railroad, or any part thereof, shall be a post route and military road, subject to the use of the United States for postal, military, naval, and all other Government service, and also subject to such regulations as Congress may impose restricting the charges for such Government transportation.

SEC. 18. *And be it further enacted,* That the Southern Pacific Railroad, a company incorporated under the laws of the State of California, is hereby authorized to connect with the said Atlantic and Pacific Railroad, formed under this act, at such point near the boundary line of the State of California as they shall deem most suitable for a railroad line to San Francisco, and shall have a uniform gauge and rate of freight or fare with said road; and in consideration thereof, to aid in its construction, shall have similar grants of land, subject to all the conditions and limitations herein provided, and shall be required to construct its road on the like regulations, as to time and manner, with the Atlantic and Pacific Railroad herein provided for.

SEC. 5316. It shall be unlawful to take any vessel or cargo detained under the preceding section [sec. 5315] from the custody of the proper officers of the customs, unless by process of some court of the United States; and in case of any attempt otherwise to take such vessel or cargo by any force, or combination, or assemblage of persons too great to be overcome by the officers of the customs the President, or such person as he shall have empowered for that purpose, may employ such part of the Army or Navy or militia of the United States, or such force of citizen volunteers, as may be necessary to prevent the removal of such vessel or cargo and to protect the officers of the customs in retaining the custody thereof.

GUANO ISLANDS.

SEC. 5577. The President is authorized, at his discretion, to employ the land and naval forces of the United States to protect the rights of the discoverer [of a guano island] or of his widow, heir, executor, administrator, or assigns.

HAWAII.

SEC. 67. That the governor shall be responsible for the faithful execution of the laws of the United States and of the Territory of Hawaii within the said Territory, and whenever it becomes necessary he may call upon the commanders of the military and naval forces of the United States in the Territory of Hawaii, or summon the posse comitatus, or call out the militia of the Territory to prevent or suppress lawless violence, invasion, insurrection, or rebellion in said Territory, and he may, in case of rebellion or invasion, or imminent danger thereof, when the public safety requires it, suspend the privilege of the writ of habeas corpus, or place the Territory, or any part thereof, under martial law until communication can be had with the President and his decision thereon made known. *Act of April 30, 1900 (31 Stat. L., 153.)*

ALASKA.

SEC. 29. An act entitled "An act to define and punish crimes in the district of Alaska, and to provide a code of criminal procedure for the district," approved March third, eighteen hundred and ninety-nine, be, and is, amended, by adding to section three hundred and sixty-three thereof the following: "*Provided*, That section fifteen of an act entitled 'An act making appropriations for the support of the Army for the fiscal year ending June thirtieth, eighteen hundred and seventy-nine, and for other purposes,' approved June eighteenth, eighteen hundred and seventy-eight, shall not be construed to apply to the district of Alaska." *Act of June 6, 1900 (31 Stat. L., 330).*

Section 15 of the Act of June 18, 1878, (20 Stat. L., 152) above referred to reads as follows:

"*From and after the passage of this act it shall not be lawful to employ any part of the Army of the United States, as a posse comitatus, or otherwise, for the purpose of executing the laws, except in such cases and under such circumstances as such employment of said force may be expressly authorized by the Constitution or by act of Congress; and no money appropriated by this act shall be used to pay any of the expenses incurred in the employment of any troops in violation of this section.*"

485. Officers of the Army will not permit troops under their command to be used to aid the civil authorities as a posse comitatus, or in execution of the laws, except as provided in the foregoing paragraph.

486. If time will admit, applications for the use of troops for such purposes must be forwarded, with statements of all material facts, for the consideration and action of the President; but in case of sudden and unexpected invasion, insurrection, or riot, endangering the public property of the United States, or in case of attempted or threatened robbery or interruption of the United States mails, or other equivalent emergency so imminent as to render it dangerous to await instructions requested through the speediest means of communication, an officer of the Army may take such action before the receipt of instructions as the circumstances of the case and the law under which he is acting may justify, and will promptly report his action and the circumstances requiring it to The Military Secretary of the Army, by telegraph, if possible, for the information of the President.

487. In the enforcement of the laws troops are employed as a part of the military power of the United States and act under the orders of the President as Commander-in-Chief. They can not be directed to act under the orders of any civil officer. The commanding officers of troops so employed are directly responsible to their military superiors. Any unlawful or unauthorized act on their part would not be excusable on the ground of an order or request received by them from a marshal or any other civil officer.

488. Troops called into action against a mob forcibly resisting or obstructing the execution of the laws of the United States or attempting to destroy property belonging to or under the protection of the United States are governed by the general regulations of the Army and apply military tactics in respect to the manner in which they

shall act to accomplish the desired end. It is purely a tactical question in what manner they shall use the weapons with which they are armed—whether by fire of musketry and artillery or by the use of the bayonet and saber, or by both, and at what stage of the operations each or either mode of attack shall be employed. This tactical question will be decided by the immediate commander of the troops, according to his judgment of the situation. The fire of troops should be withheld until timely warning has been given to the innocent who may be mingled with the mob. Troops must never fire into a crowd unless ordered by their commanding officer, except that single selected sharpshooters may shoot down individual rioters who have fired upon or thrown missiles at the troops. As a general rule the bayonet alone should be used against mixed crowds in the first stages of a revolt. But as soon as sufficient warning has been given to enable the innocent to separate themselves from the guilty, the action of the troops should be governed solely by the tactical considerations involved in the duty they are ordered to perform. They should make their blows so effective as to promptly suppress all resistance to lawful authority, and should stop the destruction of life the moment lawless resistance has ceased. Punishment belongs, not to the troops, but to the courts of justice.

ARTICLE XLIX.

CEMETERIES.

NATIONAL CEMETERIES.

489. National cemeteries, and the records pertaining thereto, are under the charge of the Quartermaster-General. All correspondence between his office and the officers of his department in charge thereof, and the civil engineers and agents especially employed in connection therewith will be direct, and the monthly reports of superintendents will be forwarded direct to him.

BATTLE-GROUND CEMETERIES.

490. In order to secure, as far as possible, the decent interment of those who fall in battle and to establish beyond doubt their identity should it become desirable subsequently to disinter the remains for removal to a national or post cemetery, or for shipment home, it is the duty of commanding generals to set apart a suitable spot near every battlefield, and to cause the remains of the killed to be interred therein and, when practicable, to cause to be placed in the coffin or grave a glass bottle, corked and sealed, containing a slip of paper on which shall be written the name of the decedent, giving the cause and date of death and burial, and in the case of an officer or enlisted man, his rank, company, regiment or corps, and bearing the signature of the surgeon or officer in charge of the interment. It is the duty of the commanding officer to cause to be made a sketch as accurate as the means at hand will permit of the burying places of those falling in battle.

491. Where conditions make it possible the company commander will be held responsible that every grave of the men of his company who die or are killed on the field is carefully marked with a headboard, or with such other marker as may be authorized for use on the field or in the insular possessions, giving the name, rank, and organization of the decedent. He will report through the proper military channels the date and cause of death, which reports will include a sketch showing the location of the grave, and how marked, in such manner as will enable the same to be readily found by a disinterring corps. When a soldier or civilian employee dies in hospital, the surgeon in charge will be held responsible for similar action and report.

POST CEMETERIES.

492. The commanding officer of every post situated on public lands of the United States will see that a suitable portion of such land is, when practicable, set apart and properly maintained for the burial of deceased officers and soldiers and their families, and of Government employees.

493. Post cemeteries will be suitably inclosed with a wall or fence of the best material available, and will be maintained by the labor of the garrison. Materials for the construction and repair of fences and headboards will be furnished by the Quartermaster's Department.

494. At each grave will be placed a headboard, plainly marked with a number and with the name, company, regiment, and date of death of the decedent, the number to correspond to the number in the record of interments. Headboards will be of well-seasoned wood, painted with three coats of white paint, 4 feet long, 10 inches wide, $1\frac{3}{8}$ inches thick, and stand 2 feet out of the ground; the inscriptions in black letters 1 inch long.

495. Walks will be 4 feet wide, neatly rounded, and properly drained and graveled when the material is at hand. When practicable, good grass sod should cover the rest of the ground, including the graves, and native trees and shrubs will be preserved or planted for ornament and shade.

496. A record of interments will be kept by the quartermaster, which will be turned over by him, when relieved, to his successor, or transmitted to the Quartermaster-General if the post be discontinued.

497. A report containing the names of persons buried during the calendar year, giving in each case number and locality of grave, date of death and burial, and in case of an officer or enlisted man, his rank, company, and regiment or corps, will be forwarded to the Quartermaster-General.

ARTICLE L.

ADVERTISING AND PRINTING.

NEWSPAPER ADVERTISING.

No advertisement, notice, or proposal for any Executive Department of the Government, or for any bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such Department; and no bill for any such advertising, or publication, shall be paid, unless there be presented, with such bill, a copy of such written authority.—*Sec. 3828, Revised Statutes.*

498. No official advertisement will be published in any newspaper except under special or general written authority of the Secretary of War. Special authority authorizes the publication of a given advertisement a specified number of times in a designated newspaper or newspapers. General authority is granted only to disbursing officers engaged in making frequent purchases and contracts, and authorizes the publication, during a fiscal year, in designated newspapers, of such advertisements for proposals as their duties may require. Such authority will be granted to the office, not to the officer. In making application for authority to advertise, officers will specify the newspapers in which it is deemed advantageous to advertise. Due economy as to the number of newspapers in which an advertisement is to appear will be observed by officers having general authority to advertise, no greater number being used in any case than may be necessary to give proper and sufficient public notice.

499. Requests for authority to advertise will be made upon the prescribed blank forms, except that in case of great emergency, the nature of which will be stated, authority to advertise may be requested by telegraph.

500. When necessary to readvertise, owing to rejection of proposals received in accordance with a special authority to advertise, the approval of the Secretary of War

must be obtained, as in the first instance; the approval of the original authority to advertise does not confer authority to readvertise.

501. Ordinarily advertisements will be given six insertions in daily, or four in weekly, papers. When more than ten days are to intervene between the date of the first publication and the date of opening, those in daily newspapers inviting proposals will at once be given four consecutive insertions, and immediately before the date of opening two consecutive insertions. In case of emergency, advertisements may be given one or more insertions, as time and circumstances permit.

502. Advertisements in newspapers announcing sales of property or inviting proposals for furnishing labor or supplies will, as a rule, allow thirty days to intervene between date of first publication and date of sale or opening of bids. If necessity require, a shorter period may be allowed, but no period of less than ten days will be designated except in case of emergency. The officer who is accountable for property which is to be advertised for sale, or who is authorized to invite proposals for furnishing labor or supplies, is the one upon whom devolves the duty of determining whether an emergency exists warranting the designation of a period less than ten days for the publication of the advertisement. No officer will authorize the publication of an advertisement beyond the morning of the day on which the sale or opening of bids is to occur, and no payments will be made for continuing such publication beyond the period authorized.

503. Officers will observe conciseness in wording advertisements, and the matter, including the heading and the name and title of the signing officer, must be set up close in one paragraph, without dash or blank lines, leading or display, and in type no larger than that ordinarily used in advertisements. At offices and depots where proposals are frequently invited it is not necessary to publish in each case the conditions usually imposed upon bidders and contractors; a statement that they will be furnished on application will suffice. The following is a sample of advertisement set up in accordance with these requirements:

> PROPOSALS FOR FIRE HOSE.—Office of Building for State, War, and Navy Departments, Washington, D. C., Nov. 5, 1887.—Sealed proposals for furnishing and delivering unlined Linen Hose, Coupling, and Pipes, for west and center wings of building for State, War, and Navy Departments, in this city, will be received here until 12 m., Nov. 7, 1887, and then opened. Information furnished on application. Envelopes containing proposals should be indorsed "Proposals for Fire Hose," and addressed THOS. LINCOLN CASEY, Col., Engrs.

Advertisements for quartermaster's supplies will conform to the requirements of section 3716, Revised Statutes.

504. Newspapers officially designated for publishing War Department advertisements are required to forward to the chief clerk sworn statements of the commercial rates charged by them to individuals, with their usual discounts, and of any changes made in the same. These statements will give the size of type used in the advertisements and show whether the charges are made by the inch, line, square, or folio, the rate for the first and subsequent insertions, and, if by the square or folio, the number of lines or words constituting a square or folio. Fractional parts of an inch, square, or folio will be paid for at proportionate rates.

505. Vouchers covering bills for advertising in newspapers must, prior to payment, be submitted to the Secretary of War, except in the Philippines Division, where they will be submitted to the division commander, for his approval before payment. They will be prepared by the publisher, in duplicate, upon prescribed forms, and each will have attached a copy of the advertisement cut from the newspaper. No voucher will contain the account of more than one newspaper, nor for more than one advertisement. The date of first and subsequent insertions; number of lines, squares, or folios; number of insertions charged and ordered, and the amount charged will be entered in the proper columns. The column headed

"Amount allowed" will be left blank. The receipt should be signed in duplicate by the publisher or proprietor or other person authorized to receipt for money in the name of the paper. Indorsed on the voucher will appear a copy of the authority of the War Department for the publication, stating its number. The accounts thus prepared will be forwarded by the certifying officer direct to the chief clerk of the War Department, except in the Philippines Division, where they will be forwarded to the division adjutant-general for the consideration of the division commander, as soon as practicable after their receipt from the publisher or proprietor of the newspaper in which the advertisement was published, with an indorsement describing the inclosures, preferably on letter of authority, or if the letter of authority is not in the hands of the officer, then by a letter of transmittal.

506. Accounts presented to officers for advertisements which they did not order, but which are shown to have been ordered by the Secretary of War to be published in the newspaper presenting the accounts for payment, will be prepared upon the official forms and transmitted to the chief clerk of the War Department in the same manner as other accounts for advertising. The following form of certificate will be used in such cases:

I certify that the annexed advertisement was cut from the newspaper named in the above account, and that it was inserted in that newspaper for the period stated.

Claims of publishers of official newspapers for advertisements copied from other papers without authority from the Secretary of War will not be paid.

507. In the event of an officer's death or removal, the outstanding bills for advertisements pertaining to his office will be prepared, certified, and forwarded by his successor, who is authorized to vary the form to correspond to the facts. Officers changing stations will leave with their successors complete records relative to unsettled accounts for advertising.

508. The heads of bureaus of the War Department will furnish officers charged with the publication of advertisements the necessary blanks for compliance with these regulations.

JOB PRINTING.

509. The printing required at the several division and department headquarters will be executed under contract, thirty days' notice, when practicable, being given of the opening of proposals. Bids will be invited and contracts made in accordance with the form of proposal and circular of instructions furnished by the Quartermaster's Department. The period of the contract will not extend beyond the end of the fiscal year in which made, and the contract will be submitted to the Secretary of War.

510. Vouchers covering bills for printing for division and department headquarters will, prior to payment, be submitted to the Secretary of War, except for printing done in the Philippine Islands or in foreign countries near thereto, where they will be subject to the approval of the commanding general of the division, or of the department in case there be no division. They will be made out on prescribed forms, the printing to be so described as to enable computations to be readily reviewed according to the customary methods in use among book and job printers. A sample of the printing will accompany each bill, and on vouchers for work classed as "special" in the circular of instructions, the number of copies and rate per hundred will be stated, and on vouchers for other jobs the date of printing, number of copies, name and amount of type (number of thousand ems), number of tokens of press work, and rates per thousand ems and per token will be stated. The voucher will show grade and quantity of paper furnished by the printer and price charged. The vouchers thus prepared, with the certificate of the officer ordering the work, as to its necessity and propriety, will be forwarded direct to the chief clerk of the War Department, with a letter of transmittal describing the inclosures, except for printing done in the Phil-

ippine Islands or in foreign countries near thereto, in which case the vouchers will be transmitted to the division commander.

511. Printed letter and note headings for division and department headquarters will contain only the designation of the headquarters, the office to which the correspondence pertains, post-office address, and blank date. Those for posts, regiments, and schools of instruction will contain only the designation of the post, regiment, or school, post-office address, and blank date. Names of officers or other persons will not be printed on letter or note headings for use in any branch of the military service.

512. Necessary printing in special cases not covered by contracts for printing for division and department headquarters will, as far as practicable, be done by contract after competition, awards being made to the lowest responsible bidders. These contracts and all vouchers covering the service will be submitted to the Secretary of War.

513. Officers will, as a rule, obtain all blank forms, blank books, etc., by requisition upon the heads of the proper staff departments.

ARTICLE LI.

Purchase of Supplies and Engagement of Services.

GENERAL PROVISIONS.

514. No contract or purchase on behalf of the United States shall be made unless the same is authorized by law, or is under an appropriation adequate to its fulfillment, except for clothing, subsistence, forage, fuel, quarters, or transportation, which, however, shall not exceed the necessities of the current year. No officer of the United States shall accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of emergency involving loss of life or destruction of property.

515. The labor of troops or Government employees, or Government means of transportation, will not be used to enable contractors to fulfill contracts, except in cases of manifest necessity, and then only on the written authority of the proper commander. Full deduction will be made for Government services when rendered.

516. Articles of foreign production or manufacture for the service of the United States will not be purchased abroad for importation without special authority from the Secretary of War.

517. Articles of domestic production or manufacture will be preferred to those of foreign origin, cost and quality being equal.

518. Supplies, and services not personal, required for the use of the Army, will be procured where they can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered. Except as indicated in paragraph 549, and in the special regulations of the several staff departments, they will be procured only after public notice inviting proposals for the same.

Whoever works personally as a servant of the Government renders personal service under the meaning of section 3709 of the Revised Statutes. Personal services may be either skilled or unskilled; may be rendered pursuant to informal agreement or contract, by individuals or firms, or their agents; but all consideration of material is excluded.

519. An officer charged with the duty of making a contract or purchase is responsible under the laws and regulations for his action. Permission or orders to make a contract or purchase without inviting competition will not justify the procedure, and will not be given.

ADVERTISING FOR PROPOSALS.

520. In cases of large purchases a period of thirty or more days should intervene between date of first publication and of opening proposals. In small purchases from

seven to thirty days should intervene, and when the public exigency (constituting an emergency) does not permit seven days to intervene, the period should be for as many days as the circumstances will permit. The existence of such emergency is to be determined by the officer upon whom the duty of making the purchase devolves. Advertising for proposals by newspapers, in accordance with Article L, will be adopted when time permits, and the quantity or value of the purchase, or character of the services, in the opinion of the purchasing officer, will justify the expense. In such cases paragragh 502 governs as to the number of days to intervene between the first publication and the date of opening proposals. When notice of less than thirty days is given, advertising by circulars (sent to principal dealers in the localities where the supplies or services are desired, and posted in public places) is permissible. A purchasing officer may advertise by newspapers and circulars at the same time.

521. When advertisements or specifications thereunder do not announce fixed standards for articles required, they should be so worded as to permit bids to be considered item by item and awards to be made for the most suitable articles of each kind offered.

522. Whenever it is intended to require that guaranties or certified checks shall accompany proposals, that fact, the amount in which the guarantors are to justify, or, if certified checks are substituted for the guaranties, the amount required and the periods to be allowed after the award for the execution of contract papers and bonds will be stated in the advertisement or specifications.

523. Advertisements inviting proposals will ordinarily be issued by the officer who is to make the contract or purchase; in special cases, if competent authority so direct, they may be issued by any other officer.

524. A copy of each advertisement and specification will be promptly forwarded by the officer issuing it direct to the proper bureau of the War Department, together with all information required for a complete understanding of the necessity for the proposed contract or purchase, and in case of notice by circular there will be indorsed on it the names of persons to whom sent, and if issued for a period of less than seven days the reason why a longer period was not allowed will be stated. The forwarding of these notices at time of issuing may be dispensed with at the discretion of the chief of bureau to which the proposed contract or purchase pertains.

PROPOSALS.

525. Information in regard to supplies or services for which proposals have been invited will be furnished, on application, to all persons desiring it, but no person belonging to, or employed in, the military service will render assistance in the preparation of proposals.

526. Bidders for supplies will be informed of the kind, quantity, and quality of articles required, the place, time, and rate of delivery, and conditions of payment. They will be furnished with such specifications as have been adopted, and will be permitted to examine the standard samples at the places where deposited.

527. Bidders for labor will be informed of the nature and extent of the services required, where they are to be performed, and the time allowed for performance. They will be furnished with or allowed to examine plans and specifications of all works upon which they desire to bid, and in general will be furnished with any information needed to enable them to act understandingly.

528. No person will be informed, directly or indirectly, of the name of anyone intending to bid or not to bid, or to whom information in respect to proposals has been given.

529. Proposals should be prepared in duplicate, or in triplicate if required, in strict accordance with the requirements of the advertisement or specifications. They should make specific reference to the advertisement and to any plans or specifications which may have been furnished. Each proposal should give the place of residence

and post-office address of the bidder, with county, State, or Territory, and should be signed by the bidder with his usual signature in full.

530. A proposal by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, is the proposal of the individual. Proposals by a corporation should be signed with the name of the corporation, followed by the signature of the president, secretary, or other person authorized to bind it in the matter, who should file evidence of his authority to do so. Proposals by a firm should be signed with the firm name by one of the members of the firm. If the signature to a proposal is that of an officer, attorney, or agent of the corporation, or of an attorney or agent of a firm or individual, and his authority to act on behalf of his principal is not a matter of general notoriety in the locality where the proposals are opened, the officer who opens such proposals should, before considering the same, satisfy himself that the signer is vested with sufficient authority to represent his principal in the transaction.

531. In proposals numbers and prices will be written in words as well as expressed in figures; but when a great variety of articles, such as stationery, hardware, etc., is required, quantities and prices may, if the amounts involved are inconsiderable and the forms of proposals so indicate, be expressed in figures only. It will be sufficient if specifications are referred to and are declared to form part of the proposal.

532. Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

533. Guaranties, signed by two responsible parties, or by a qualified surety company, will be required to accompany proposals whenever, in the opinion of the officer authorized to make the contract, they are necessary to protect the public interests, and when so required, no proposal unaccompanied by a guaranty, made in manner and form as directed in the advertisement or specifications, will be considered. At the option of bidders certified checks for the amount of the guaranty required may be received in place of the written guaranty. These checks will be kept in a secure place, and will be returned to bidders by the purchasing officer when no longer required to protect the interests of the government.

534. The guaranty will be in duplicate, or in triplicate if required, and will be made out and executed with the necessary justification, in accordance with blank forms furnished by chiefs of bureaus. The certificate of sufficiency of guarantors will be executed in the manner prescribed in paragraph 576.

535. Proposals, with their guaranties, will be securely sealed in suitable envelopes indorsed and addressed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening. No responsibility will attach to an officer for the premature opening of any proposal not so indorsed as to clearly show its character.

536. When an advertisement calls for proposals to furnish labor or supplies at more than one place, a separate proposal will be made for performance at each place, but all may be submitted in the same envelope.

537. Proposals received prior to the time of opening will be securely kept. The officer whose duty it is to open them will decide when that time has arrived, and no proposal received thereafter will be considered.

538. Before the time for opening any bidder may, without prejudice, withdraw from competition by giving written notice of his decision to the officer holding his bid, and when his bid is reached at the opening it will be returned to him or his authorized agent unread.

539. Proposals will be opened and read aloud at the time and place appointed for the opening (bidders having the right to be present), and each proposal will then and there be numbered and entered on an abstract, the articles being entered in the order in which they are to appear on the returns. Articles to be procured by contract will be abstracted separately from those to be procured on written acceptance.

If the number of proposals is large, those relating to specific articles or classes of articles may be entered on separate abstracts. The number of each proposal, with the quantities and prices of articles offered and dates of delivery, will appear in the proper columns, and a copy of the advertisement or notice under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract. When two or more sheets are used for the abstract, they will be properly fastened together and paged on the upper right-hand corner.

540. Proposals will be separately folded and numbered as vouchers to the abstract. They will not be fastened together nor to contracts, except to the copy required to be sent to the Returns Office of the Department of the Interior.

541. When proposals are received at a post, unless by an officer authorized to make the award, as in cases involving small expenditures, they and the abstract will be forwarded to department headquarters, with the recommendations of the receiving officer and the post commander as to the person to whom the award should be made. When a purchasing officer, acting under the direct supervision of a chief of bureau, has invited and received proposals, he will make the award and execute the necessary papers, unless otherwise directed by the chief of bureau.

AWARDS.

542. When proposals for supplies for the general service of a department are received at its headquarters, the chief officer of that branch of the staff to which they pertain will submit them to the department commander, and, under his supervision, will make the award and execute the necessary papers, unless, under existing orders, the action of higher authority is necessary.

543. Except in rare cases, when the United States elects to exercise the right to reject proposals, awards will be made to the lowest responsible bidder whose proposal for furnishing a proper article is not unreasonable.

544. Slight failures on the part of a bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid, but the interests of the Government will be fully considered in making the award.

545. When no guaranty is required, bidders must, if called upon by the awarding officer, furnish satisfactory evidence, before the award is made, of their ability to carry their proposals into effect.

546. The accepted quantity and price will be noted on the abstract of proposals in the column of "Remarks," opposite the name of the bidder. If a bid is rejected and one at a higher price accepted, the reason for the rejection will be written in the column of remarks. When contracts are made, the fact will be stated in the abstract.

ABSTRACTS OF PROPOSALS.

547. A copy of each abstract, in those cases where contracts are to be entered into, made as directed in paragraphs 539, 541, and 546, accompanied by a duplicate of each proposal received, will, as soon as considered, be forwarded to the proper bureau of the War Department. When the purchase of supplies or engagement of services is made through written proposal and written acceptance only, the abstract and proposals need not be forwarded unless specially directed.

FORMS OF AGREEMENT.

548. A purchase of supplies or engagement of services will be made:

1. By contract, "reduced to writing and signed by the contracting parties with their names at the end thereof." Agreements of this character only are termed "contracts" in these regulations. This method will, subject to such exceptions as may be authorized by regulations of particular staff departments, be used when delivery or performance does not immediately follow an award or bargain.

2. By written proposal and written acceptance. This method may be resorted to when delivery or performance immediately follows award or bargain or when specifically authorized by the regulations of the staff department concerned.

3. By oral agreement. This method may be used under circumstances indicated in paragraph 549, if delivery or performance immediately follow the agreement.

549. An open-market purchase of supplies or engagement of services is one made without advertising, and is authorized in the following cases:

1. In an emergency, as when the public exigencies require immediate delivery or performance and there is no time to advertise by newspapers, posters, or circulars.

2. When it is impracticable to secure competition.

3. When proposals have been invited and none have been received.

4. When proposals are above the market price or otherwise unreasonable.

550. Before making a purchase in open market the officer will inform himself concerning prevailing prices by inquiry among principal dealers in his locality.

551. Open purchases for the military service on or near an Indian reservation will be made as far as practicable from the Indians, under the conditions set forth in paragraph 477, when fair and reasonable rates, not exceeding the market prices in the locality, can be obtained.

552. An officer of any department who makes an open-market emergency purchase (paragraph 549, 1) exceeding $200 in amount will transmit with his monthly money accounts a report setting forth the number of the voucher, the date and place of purchase, name of seller, the kind and total money value of supplies so purchased, and the reasons for the mode adopted in each case. The head of the bureau will submit these reports to the Secretary of War.

CONTRACTS.

553. Contracts will be made on forms furnished by the chiefs of bureaus, in cases where such forms are applicable. and those forms will be modified only to such extent as is necessary. When modifications are made they must be fully explained over the signatures of the contracting parties. All conditions of the contract will be stated therein as fully and clearly as possible.

554. Contracts will be made in the name of, and will be signed by, the officer designated by the chief of bureau to which the contracts pertain. They will not be made at posts unless ordered by superior authority, and they will not be so ordered unless the stores or services required, of proper quality or kind, can be procured as cheaply there as elsewhere.

555. At territorial department headquarters (Philippine Islands excepted) contracts may be made by chiefs of supply departments for purchasing fuel, forage, fresh meat, ice, and fresh vegetables, subject to the approval of the commanding general of the department, to whom the contracts will be forwarded, accompanied by the abstract required by paragraph 539, and who before approval will subject them to careful scrutiny and exercise the intervening authority conferred by paragraph 754. In the Philippine Islands the same authority is extended to the chiefs of supply departments at territorial division and department headquarters, and to the depot commissary at Manila, when making contracts for supplies for the army and for rendering services other than personal.

556. Purchasing officers of the several staff corps and departments, who are under the direct supervision of the chiefs of their respective bureaus, are authorized to make contracts for the purchase of supplies and for rendering services other than personal, without the approval of the chief of bureau in each specific case, subject to such restrictions and regulations as may be prescribed by the chief of bureau to which the supplies or services pertain.

557. When a contract is entered into with a partnership, the individual names of the partners should be given in the body of the instrument, with the recitation that

they are partners composing a firm, which should be named, and it may be signed in the name of the partnership by one of the partners, who will append his own signature as one of the firm.

558. A contract of a corporation should have the name of the corporation written in the body of the instrument, as one of the parties thereto, and should be signed by the officer or person who has been authorized to contract in its behalf, who should sign the corporate name and his own. The contracting officer will, in all cases, satisfy himself that the signer has authority to bind the corporation, and will either require from him satisfactory evidence thereof, and file the same with the contract, or will certify on the contract that he has satisfied himself of the signer's authority and has waived this requirement. If evidence be filed with the contract, it should consist of extracts from the articles of incorporation, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records under the corporate seal (if there be one) showing the signer to be properly vested with authority to bind the corporation.

559. All contracts will be executed in triplicate. One number is for the Auditor for the War Department, one for the head of the bureau to which the contract pertains, and one for the contractor. Two copies will be made, one for the contracting officer, and the other for the Returns Office of the Department of the Interior.

560. The three numbers of the contract will be forwarded to the head of the proper bureau for examination and for approval, if such approval is required. Should any illegality be discovered, it will be submitted to the Secretary of War.

561. The copy of the contract for the Returns Office of the Department of the Interior will be transmitted thereto through the head of the bureau to which the contract pertains, as soon as possible after the contract has been made and approved, and within thirty days, together with one copy of all bids, offers, and proposals made by persons to obtain the contract, and by a copy of the advertisement; all of which will be fastened together with a ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended in the following form:

I do solemnly swear that the copy of contract hereto annexed is an exact copy of a contract made by me personally with ——— ———; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said ——— ——— or any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided.

562. The number of the contract for the Auditor for the War Department will be sent to him by the head of the bureau to which the contract pertains, and in case of a purchase made by an officer of the Quartermaster's or Subsistence Department after public notice of seven days or more, this number must be accompanied by a copy of the advertisement, a certificate of the contracting officer as to the time and manner of its publication, and his certificate that the award was made to the lowest responsible bidder for the best and most suitable article.

563. All papers relating to or affecting the performance of any contract will finally be transmitted to the bureau of the War Department to which the contract pertains, except as provided in paragraph 709.

MARKING SUPPLIES BY CONTRACTORS.

564. Contractors furnishing supplies will mark and distinguish them with their names and with such other designations as shall be directed by the purchasing officer.

ARTICLE LII.

BONDS OF DISBURSING OFFICERS, BIDDERS, AND CONTRACTORS.

565. Disbursing officers of the Quartermaster's, Subsistence, and Pay departments, before entering upon the duties of their respective offices, will give bonds as required

by law. Chiefs of bureaus will see that such bonds are examined as to sufficiency of sureties at least once in two years, and renewed once in four years, or more frequently if necessary.

566. Sureties to bonds given by disbursing officers will be bound jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of War that they are worth, jointly, double such amount, each surety making affidavit that he is worth that sum over and above his debts and liabilities, and stating in the affidavit his place of residence.

567. Bonds for the faithful performance of contracts for supplies or service will be required when the consideration is $5,000 or more and the contract can not be fully performed within sixty days from its date.

Bonds may be exacted or, in the discretion of the chiefs of bureaus concerned, waived in all other cases, except that bonds required under paragraph 570 will not be waived.

The amount of penalty in a contractor's bond will be fixed by the contracting officer, and will not be less than one-tenth nor more than the full amount of the consideration of the contract.

568. When bonds for the faithful performance of contracts are exacted they will be made and executed with the necessary justification and certification of sufficiency of sureties, in accordance with the instructions printed on the blank forms of contractors' bonds furnished by the chiefs of bureaus. Such bonds must be executed by the contractor as principal and by a surety company or by at least two sufficient and responsible persons, who must be citizens of the United States, as sureties. Each must affix his signature and seal, and each signature must be attested by at least one witness. When practicable there will be a separate witness to each signature. Sureties to bonds executed in any foreign country, or in the Philippine Islands, Porto Rico, or Hawaii, for the performance of contracts entered into in those places, need not be citizens of the United States.

569. Contractors' bonds will be executed in duplicate, one to accompany the number of the contract which is sent to the Auditor for the War Department, and the other forwarded to the head of the bureau to which the contract pertains.

570. When a contract is entered into for the construction of any public building, or the prosecution and completion of any public work, or for repairs on any public building or public work, the contractor will be required, before entering upon performance of the same, to include in the bond given for the faithful performance of the contract the further obligation that he will promptly make payments to all persons who supply him labor and materials for the prosecution of the work provided for in such contract. A certified copy of this contract and bond will be furnished to any person who has supplied such labor or materials, upon his application to the War Department, accompanied by an affidavit that the labor or materials have been supplied by him and have not been paid for by the contractor.

571. A company duly incorporated under the laws of the United States, or of any State, and legally authorized to guarantee bonds, may be accepted as surety under the conditions prescribed in this article. Lists of such security companies as have conformed to the requirements of law will be published from time to time by the War Department. A firm, as such, will not be accepted as surety, nor a partner for a copartner or firm of which he is a member. Stockholders who are not officers of a corporation may be accepted as sureties for such corporations.

572. When the principal of the bond is a corporation, a copy of the record of the selection of the officers executing the bond in its behalf, and a copy of the by-law or other record of the proceedings of the governing body of the corporation, showing their authority to execute the same, will be attached to the bond; these copies to be certified by the custodian of such records, under the seal of the corporation, to be correct copies.

573. Before a corporation will be accepted as surety there must be filed with the Secretary of War, or attached to the bond, a copy of the record of the selection of the officers who have authority to execute the bond or bonds on behalf of the company, as well as a copy of the by-laws or other records showing their authority; these copies to be duly certified by the custodian of such records, under the seal of the corporation, to be correct copies. There will also be filed with the Secretary of War an itemized statement of the financial condition of the company, showing its assets and liabilities, signed and sworn to by the president and secretary of the company. The financial statement will be furnished quarterly without being called for, and the evidence as to the selection of the officers of the company will be furnished immediately after their election, and whenever any change is made in their authority to execute bonds evidence thereof will be immediately furnished.

574. Before a corporation will be accepted as surety it must obtain authority in writing from the Attorney-General to do business, under the act of August 13, 1894, and must file with the Secretary of War a copy of such authority, duly certified as a true copy by the Department of Justice.

575. Before a corporation will be accepted as surety on the bond of a principal residing in a State or Territory other than the one in which it was incorporated it must comply with the requirements of section 2 of act of August 13, 1894, as to the appointment of an agent on whom process may be served, etc., and must file with the Secretary of War a copy of the power of attorney to such agent, authenticated under the seal of the United States district court for the judicial district within which the agent resides, or the certificate of the Department of Justice that the company has complied with the provisions of section 2 of said act of August 13, 1894.

576. The sureties, if individuals, must jointly justify in double the amount of the penalty. The affidavit of justification must be taken before a person authorized by the laws of the United States, State, Territory, or District to administer oaths. Justification will be followed by the certificate of a judge or clerk of a United States court, a United States district attorney, a United States commissioner, or a judge or clerk of a State court of record, with the seal of said court attached, that the sureties are known to him, and that, to the best of his knowledge and belief, each is worth, over and above all debts and liabilities, the sum stated in his affidavit of justification. If found necessary, separate certificates may be furnished as to each surety. The affidavits of justification of sureties to contractors' bonds executed in any foreign country, or in the Philippine Islands, Porto Rico, or Hawaii, may be taken before a notary or any other officer having a seal and who by the laws of the place is authorized to administer such oaths, the official seal of the notary or other officer to be affixed. The certification of sufficiency of such sureties may be made by a United States consul, if any, by a notary, or by the judge or clerk of any court in such place having a seal, the official seal of the officer or court to be affixed. The regular blank forms of bonds when used as above will be modified accordingly and the changes will be fully explained over the signatures and seals of all parties to the bond.

577. A guarantor, or the guarantors, to a bidder's guaranty may be accepted as surety, or sureties, to the bond of the same person as contractor, provided such guarantor or guarantors are able to justify as required for the bond.

578. The principal and surety must sign and seal the bond. The corporate seal of the corporation must be affixed to the bond by some person duly authorized, who must also affix the name of the corporation to it, followed by his own signature and official designation written after the word "by." The names and places of business of the principal and surety must be written in the body of the bond.

579. In case of financial embarassment, failure, or other disqualifying cause on the part of the surety to a bond, the Secretary of War will require the bond to be renewed to his satisfaction, upon notification to the principal. Official bonds may not be renewed at the will of the principal or surety, but only by direction of the

Secretary, and the substitution of one corporate company for another as surety on a bond will not be permitted except by direction of the Secretary, or after the bond has run for a period of four years, when a renewal thereof is required by law.

ARTICLE LIII.

Money Accountability.

PUBLIC MONEYS.

580. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, except as authorized by paragraph 514, are prohibited.

581. Chiefs of bureaus will see that funds in the hands of a disbursing officer are limited to his requirements for a brief period, and that as much as practicable of public moneys placed to his credit is kept with the Treasurer or an assistant treasurer of the United States. Estimates for funds should state the most convenient places of deposit.

582. Lists of national-bank depositories designated for the use of disbursing officers, with the amounts of securities filed by each with the United States Treasurer, will be published from time to time in orders from the War Department.

583. Where there are two or more designated depositories in the same place, credit should be so regulated by each disbursing officer there stationed as to maintain, as far as possible (by deposits, disbursements, and transfers), a proportion between the amount of his credit at each depository and the amount of securities filed by it with the United States Treasurer. Transfers from one depository to another are not authorized except through the Treasury Department.

DISBURSING OFFICERS.

584. When an officer disburses money in different capacities, his deposits and accounts will be kept distinct, according to the bureaus to which they pertain.

585. Disbursing officers will not pay an account until it is due. In cases of contracts for the performance of service or delivery of articles, payment will not exceed the value of services rendered or articles actually delivered.

586. Public moneys subject to disbursement coming into the hands of an officer from any source must be promptly placed by him to his credit with the Treasurer or an assistant treasurer of the United States, or a duly designated depository, or transferred to a disbursing officer of that branch of the public service to which the money pertains; in either of which cases a receipt will be obtained. Exceptions to this rule are allowed in the cases and to the extent authorized by paragraphs 587 and 588, and in those cases where officers have been specially authorized by the Secretary of War, when stationed on the extreme frontier or at places far remote from depositories, to keep at their own risk such moneys as may be intrusted to them for disbursement; and moneys in hand may be disbursed at once without being placed in depositories if payments are due.

587. Recruiting officers stationed at places where there is no treasurer or assistant treasurer of the United States are authorized to keep on hand at their own risk moneys pertaining to the appropriation "Subsistence of the Army" in such restricted amounts as may be necessary for facilitating payments of public creditors. In places where there is a treasurer or assistant treasurer of the United States such funds must be deposited and drawn for by official checks to be obtained from those officers.

588. Officers doing subsistence duty at posts or independent stations near which no Treasurer or assistant treasurer of the United States is located are authorized to

keep subsistence funds in their personal possession, at their own risk, in amounts not to exceed $100 for each organization (or number of men, recruits, etc., equal to an organization) at such posts or stations.

When it may be necessary to draw a check for obtaining subsistence funds to be kept in personal possession, the disbursing officer will draw it in his own favor and nter under the heading thereon, "Object for which drawn," or "On account of," the following: "To hold funds in personal possession under A. R., 588." Such checks will not be stated to be for "payments under $20."

589. A disbursing officer ceasing to act as such and having public funds to his credit in any office or bank will at once inform the Secretary of the Treasury, stating what checks drawn against the same are still outstanding and unpaid.

590. All amounts of money held at the end of each fiscal year by the Treasurer, an assistant treasurer, or a designated depositary, credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of three years, shall be covered into the Treasury, to be placed to the credit of such officer, if it be found that he is entitled to the credit.

591. No officer disbursing money for the military service, or directing the disbursement thereof, shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged.

592. No officer or clerk of a disbursing officer shall be interested in the purchase of any soldier's certificate of pay due, or any other claim against the United States.

593. Officers or agents in the military service will not purchase supplies for the Government from any other person in the military service, nor contract with any such person to furnish supplies or service to the Government, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit.

594. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer will suspend his functions, require him to turn over all public funds in his keeping, and will immediately report the case to the proper bureau of the War Department. He will also report the case to the department commander, who will at once convene a court-martial for the trial of the officer.

595. Every disbursing officer, in opening his first account and before issuing any checks, will furnish the depositary on whom the checks are to be drawn with his official signature, duly verified by some officer whose signature is known to the depositary.

596. For every Treasury draft received by a depositary to be placed to the officia credit of a disbursing officer, and for every deposit of funds made by the officer to his official credit, subject to payment of his checks, a receipt, numbered in serial order, and giving the place and date of issue, will be furnished him by the depositary, setting forth the character of the funds, i. e., whether coin or currency. If the credit is made by a disbursing officer's check transferring funds, the essential items of the check will be enumerated, and if by a Treasury draft the warrant number. The title of the officer will be expressed, and the title of the account will also show for what branch of the public service it is kept. The receipt, called "a disbursing officer's receipt," will be retained by the officer in whose favor it is made.

597. An officer is not authorized to insure public money or property, and he will not be allowed credit for any expense paid for the collection of money on checks, except as provided in paragraph 1106 for military attachés serving abroad.

TRANSFERS.

598. Public funds will, in general, be transferred as follows: Where the accounts are both in the same office or bank, the officer making the transfer will draw his check directing the depositary to place a stated amount to the official credit of the

officer named therein. The check will be sent to the depositary and not to the officer in whose favor it is drawn. If it is necessary that the officer to whom the funds are transferred shall receive them without delay, the transferring officer may draw his check and transmit the same direct to the officer requiring them. In either case, receipts for the funds are sent by the receiving officer and the corresponding invoices are sent to the receiving officer. Transfers of public funds from one office or bank to another are made by the Secretary of the Treasury on the recommendation of the Secretary of War.

599. Funds will not be transferred from one appropriation for the use of another by borrowing or otherwise.

CHECKS.

600. A disbursing officer may draw his check in favor of himself "or bearer," (a) for making payments of amounts not exceeding $20; such checks shall bear indorsed upon them the names of the persons to whom the amounts drawn are to be paid, or accompanied by a list or schedule, made a part of the checks, containing the same information; for making payments at a distance from a depository; or, (b) for making payments of fixed salaries due at a certain period, if the check be not drawn more than two days before the salaries become due. In all other cases checks will be made payable to "order" or "bearer," and will be drawn only in favor of the persons, firms, or corporations, by name, to whom the payments are to be made.

601. Each check of a disbursing officer must state on its face the address of the officer drawing it, the object of the expenditure, and, in case of payment to officers or enlisted men, the period covered by the payment. Such statements must be brief, but clear—as, for instance, "pay," "pay roll," or "payment of troops," adding the post or station; "purchase of subsistence" or of other supplies, naming them; "on contract for construction," mentioning the fortification or other public work for which the payment is made; "payments under $20," etc. Payment is refused on all checks where this requirement is disregarded, and report of the fact made to the Treasury. Rubber stamps or the typewriter will not be used to fill in dates, payees' names, or the amounts of checks issued in payment of the public creditors.

602. Officers serving in and disbursing funds pertaining to more than one staff department, and officers assigned to duty in any of the staff departments, will, in issuing checks, confine the designation of their official capacity to their rank and the particular staff department on account of which the checks are drawn.

603. When an original check of a disbursing officer, not exceeding $2,500 in amount, has been lost or destroyed, a duplicate check may be issued by him, after six months and within three years of the date of the original, upon the owner filing with him the notice and proof of loss and the indemnity bond required by sections 3646 and 3647, Revised Statutes, and act of February 16, 1885. In case the disbursing officer who issued the original check is no longer in the service, the notice and proof of loss and the indemnity bond will be sent to the Secretary of the Treasury prior to the issue of a duplicate check. The proper accounting officer of the Treasury will state an account in favor of the owner of said check and charge the amount thereof to the account of such officer. Instructions for the execution and use of the affidavit and bond, and the issue of the duplicate check, accompany the blank form furnished by the Treasury Department.

604. In case of the death, resignation, or removal from active service of a disbursing officer, any check previously drawn by him, and not presented for payment within four months of its date, will not be paid until its correctness shall have been attested by the Secretary or Assistant Secretary of the Treasury.

605. A check drawn by a disbursing officer still in active service, presented before it shall have been issued three full fiscal years, will be paid in the usual manner by the office or bank on which it is drawn, and from funds to the credit of the drawer.

606. At the close of each fiscal year every disbursing officer will make a return to the Secretary of the Treasury, through the proper channels, of all outstanding checks issued by him three years or more prior thereto, giving the names of payees and their residences when known, the purposes for which and places on which the checks were drawn, with amounts, numbers, and dates of same, and the numbers of the vouchers received therefor.

607. At the close of each fiscal year all amounts remaining to the credit of a disbursing officer, represented by checks or drafts drawn upon the Treasurer, an assistant treasurer, or any designated depositary, three or more years prior thereto, will be covered into the Treasury and there stand to the credit of the payees in an appropriation account denominated "outstanding liabilities."

608. A check which has been issued for a longer period than three full fiscal years will be paid only by the settlement of an account in the Treasury Department. For this purpose the check will be transmitted, through the proper channels, to the Secretary of the Treasury.

OFFICIAL CHECK BOOKS.

609. Official check books are issued by the Treasurer and assistant treasurers of the United States direct to disbursing officers who have public money on deposit with them. Rules for issue, transfer, etc., of these check books accompany each book. In making payments only official checks will be used.

610. Official check books on national-bank depositories are furnished by chiefs of bureaus, by whom records of blank checks issued will be kept and to whom unused checks will be returned. Rules for issue, transfer, etc., of these check books accompany each book. The chief of bureau issuing a check book on a national-bank depository will keep a complete record of its size, its character, the serial numbers of its checks, and when and to whom issued.

When an officer transfers such book, or any of its unused checks, he will immediately advise the chief of bureau by whom it was issued of the serial numbers, inclusive, so transferred, forwarding a receipt therefor, that the necessary change in the record may be made. When an officer ceases to act as a disbursing officer or agent he should transfer all unused checks to his successor as above provided, or, if there be no successor, return them to the chief of bureau by whom issued. Should any officer make an erasure or alteration of any of his checks, however slight, he will certify to the correctness of such erasure or alteration on the upper margin of such check.

611. Mutilated or spoiled official checks upon the United States Treasurer or assistant treasurer will be forwarded promptly to the office to which they pertain, but mutilated or spoiled checks upon a national-bank depository will be forwarded promptly, for preservation and future reference, to the chief of bureau by whom issued, who will acknowledge the receipt of such checks. In either case a record of the dates of both cancellation and transmission will be entered on the stub.

CERTIFICATES OF DEPOSIT.

612. Public moneys are transferred to the general Treasury by being deposited to the "credit of the Treasurer of the United States," either at the Treasurer's office, or at the office of one of the assistant treasurers, or at one of the designated depositories. All "miscellaneous receipts on account of proceeds of Government property" (paragraph 619) must be deposited; also, when required by chiefs of bureaus to which the funds pertain, the public moneys in the possession of, or to the credit of disbursing officers or others. For each deposit made a "certificate of deposit" in duplicate will be given, showing the full name, rank, regiment, or corps of the depositor, and to what appropriation or fund the amount belongs, the depositor giving the necessary information when making the deposit.

613. The "originals" of all certificates of deposit are required by law to be forwarded by the depositaries direct to the Secretary of the Treasury; the "duplicates" are filed by the depositing officers with their retained papers. Immediately upon making a deposit to the credit of the Treasurer of the United States the depositing officer will notify the proper chief of bureau of the fact, stating the number of the certificate of deposit, the name of the depository, the date of the deposit, the amount, the appropriation to which the money pertains, and whether the amount arose from proceeds of sales, or is a repayment of an unexpended balance, or a refundment on account of errors in accounts or returns. If the deposit is on account of the indebtedness of any person other than the depositing officer, the source from which the money was derived and the object of the payment will be distinctly stated and reference made to the vouchers, if any, to which the deposit pertains.

614. A disbursing officer of one staff department making stoppages on account of the funds or property of another staff department will, in the absence of special instructions to the contrary, deposit the funds so received, and not leave them to be transferred upon the settlement of his accounts at the Treasury.

615. Nothing in the two preceding paragraphs will be construed to affect the existing system of depositing collections by paymasters of the Army. Whenever an officer refunds money to the Government by payment to an army paymaster, duplicate descriptive receipts will be issued by the latter for the amount refunded.

The paymaster will, with the least practicable delay, forward, without letter of transmittal, the original receipt direct to the Paymaster-General of the Army and furnish the officer with the duplicate.

616. The number, date, and amount of the certificate of deposit, together with the specific appropriation, if named, will be noted on the account current upon which the depositor desires to be credited with the money deposited. Certificates of deposit will not be filed with accounts current. Officers will state in such accounts dates of deposits and name and location of depository.

617. Certificates of deposit must be recorded in the proper bureaus of the War Department. The "originals," upon their receipt at the Treasury, are immediately forwarded to the Secretary of War, who refers them to the proper bureaus to which the deposits pertain for verification and designation of the appropriation.

PROCEEDS OF SALES.

618. Moneys received for stores, materials, or supplies (except subsistence stores) sold to officers or enlisted men, to exploring or surveying expeditions authorized by law, or to a State or Territory for the use of its national guard or militia will be deposited to the credit of the Treasurer of the United States, and respectively revert to the appropriations out of which originally expended. Proceeds of sales of useless ordnance material and the cost of ordnance issued or sold to the several States are expended under conditions prescribed by law. Proceeds of sales of subsistence supplies are immediately available for the purchase of fresh supplies.

619. The proceeds of sales of all public property the disposition of which is not provided for by the preceding paragraph, after the expenses of sale have been deducted, will be deposited to the credit of the Treasurer of the United States as "Miscellaneous receipts on account of proceeds of Government property," for which certificates of deposit will issue, showing the name, rank, regiment, or corps of the depositor, the nature of the deposit, the kind of property, and the bureau to which it pertained.

620. The transfer of public property from one bureau or Department to another is not regarded as a sale. If money is received therefor, it may be used to replace such stores and will be reported accordingly.

APPROPRIATIONS.

621. The fiscal year ends on June 30. The quarters of the fiscal year are as follows: First quarter, July 1 to September 30; second, October 1 to December 31; third, January 1 to March 31; fourth, April 1 to June 30.

622. Chiefs of bureaus, in notifying officers of remittances, will inform them of the amount remitted under each head of appropriation, giving the designation by fiscal years when necessary.

623. Accounts current, abstracts, and vouchers, including transfers and refundments, will have noted on the face and also in the brief on the back the fiscal year to which the funds pertain.

624. No account current, except in the Pay and Ordnance Departments, will contain accounts of different years; and no item will be entered thereon unless it pertains to the fiscal year to which the account belongs.

625. Money received and disbursed under the appropriation for contingent expenses of the Army will be accounted for by officers authorized to disburse it, on special accounts current, in which funds belonging to other appropriations will not be entered.

626. When an article purchased is not named in the appropriation act, the purpose for which it is intended determines the appropriation from which payment is made.

627. All public funds on hand at the close of a fiscal year, except those required to pay outstanding liabilities incurred during such year (a schedule of which will, if possible, accompany the last account current for the year), and "no limit" appropriations, will be deposited to the credit of the Treasurer of the United States and the disbursing officer's account closed by a credit for such deposit.

628. Balances retained after the close of the fiscal year for the purpose of paying outstanding liabilities will be carried to a "supplemental account current" for the fiscal year to which the funds pertain.

629. When disbursements are made from such balances, accounts will be rendered as "supplemental accounts" for the fiscal year to which the funds pertain. Admitted errors, to be refunded, except in the Pay and Ordnance Departments, will be taken up on an account current for the fiscal year in which the errors occurred.

ACCOUNTS CURRENT.

630. Accounts current will be made in duplicate; one copy, accompanied by abstracts and vouchers, will be forwarded to the chief of the bureau and the other retained by the officer. The forms of accounts current and abstracts furnished by the chief of the bureau in which the officer is serving will be used.

631. Disbursing officers who render accounts which eventually pass to the Treasury Department for settlement are required to prepare their accounts, with abstracts and vouchers complete, and deposit them in the post-office, addressed to the chief of the bureau of the War Department to which they pertain, on or before the 10th day of each month. Irregularities in the mail service or want of blank forms will not excuse a failure to comply with this paragraph. When vouchers are not sent with the account to which they belong, but are subsequently rendered, suitable explanations will be made.

632. Original vouchers will, if possible, accompany the accounts; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals, or that their retention is indispensable to the performance of duty by an officer.

633. With the accounts will be forwarded all orders of commanding officers and all other papers upon which the officer accountable relies to relieve himself from responsibility.

634. When an officer is relieved from duty in a staff department at any station he will certify outstanding debts, if any, to his successor, and transmit a list of the same to the head of the proper bureau. Unless otherwise ordered, he will turn over to his successor the public money, property, books, and papers pertaining to the service from which he is relieved.

MONEY VOUCHERS.

635. Vouchers will ordinarily be made in duplicate, or, if required, in triplicate, and the number made will be stated on each copy.

636. The correctness of the facts stated on a voucher and the justness of the account must be certified by an officer.

637. Every voucher in support of a payment for supplies or for services, except as provided for the Engineer Department in paragraph 638 of these Regulations, will be made out in favor of the creditor, giving his address, and must state (if for supplies furnished) the date of the purchase, the quantity and price of each article, and the amount, or (if for services) the character of the services, the date or dates on which rendered, and the amount. Where a purchase under an accepted bid after public notice is made, the voucher, besides being subject to the foregoing requirements, will be accompanied by a copy of the public notice, the accepted bid, and a copy of the letter accepting the bid, and must contain a certificate that the award was made to the lowest responsible bidder for the best and most suitable articles, and that the needs of the service required the purchase to be made in the manner indicated by the public notice. Where papers relating to two or more vouchers are required to accompany accounts, they must be filed with the first voucher paid and reference thereto made on the other vouchers. A voucher for services by the day or month must state the nature of the service, the inclusive dates of service, the time for which payment is made, the rate of pay, and the amount, and the receipt of a creditor to a voucher for supplies furnished or services rendered must contain the words, "which I certify to be correct."

All vouchers, when practicable, will be rendered in the English language, but if rendered in a foreign language a translation of the same must accompany the voucher.

638. Vouchers for supplies or for services other than by the day or month submitted in support of payments for all work carried on under the Engineer Department will be accompanied by the original bills submitted by the creditor and dated and signed by him or by his authorized representative, and vouchers with such bills attached will be made out in favor of the creditor, giving his address, and stating the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import added, except that such original bills need not be attached to vouchers in the following cases, viz: Where under a contract quantities delivered or amounts due are determined by a duly authorized inspector, and his certificate as to the facts is filed with the voucher to which it pertains; where a bill of lading or transportation request accompanies a voucher for transportation services performed under public tariffs; where a voucher is for telegraphic services at rates fixed by the Postmaster-General; when the account is small and the creditor does not submit a bill. Whenever the signed bill is not attached to voucher the receipt must contain the words, "which I certify to be correct."

639. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater it will be reckoned as a cent.

If the agreement calls for foreign currency the account shall be stated in that currency. The total amount will be reduced to its equivalent in United States currency at the current rate of exchange at the date of payment. The amount in United

States currency having been determined, checks may be drawn therefor by disbursing officers to their own orders in United States currency and by them exchanged at local fiscal agencies of the United States where possible, or at local banks, for the necessary amount in the currency or exchange required to pay the creditor in the money originally agreed upon where the creditor declines to accept check payable in currency of the United States.

The vouchers for accounts will be made to show the debt as actually incurred in the coin in which payment is made and the reduction from this coin to United States currency, the rate of exchange being stated on the voucher and the amounts stated on abstracts and account current in United States currency.

640. A voucher for a purchase, or for services not personal, must have expressed on its face, immediately below the statement of the account, the mode of purchase or engagement, using therefor one of the following notations:

1. Under contract, dated ———, 19—.
2. Under public notice, dated ———, 19—.
3. Under oral agreement, without advertising.

641. The giving or taking of receipts in blank for public money is prohibited, except the receipts to vouchers for publishing advertisements, which will be receipted prior to audit.

642. A voucher for funds disbursed will, before being signed by a public creditor, be made out in full, with the place of payment and the name, rank, regiment or corps of the paying officer entered in the receipt, and the exact amount of money written out in words in the receipt. When vouchers are sent by mail for signature the date in the receipt will be left blank, and the check in payment will not be drawn until the vouchers are returned properly signed, when the date of the check will be added to the receipt.

643. Invoices of and receipts for funds transferred will state place and date of transfer, the name, rank, regiment or corps of the officer from whom the money is received, the kind of funds transferred, and the amount transferred under each head of appropriation. If the transfer is for the correction of errors, whether arising upon the settlement of accounts or otherwise, the facts will be noted in detail on both invoice and receipt. The receiving officer or agent will indorse upon the invoice the exact date of the receipt given by him and will file it with the account current on which he acknowledges receipt of the funds. Any discrepancy as to the appropriation, fiscal year, or amount which may exist between the invoice and receipt when the latter is properly made out will be noted and explained on both invoice and receipt by the officer or agent receiving and receipting for the funds.

644. Vouchers for payment made and invoices and receipts for money transferred will have noted upon them the number, date, and amount of checks given, and the depository on which drawn. If payment is made by currency, wholly or in part, the facts will be stated.

645. Vouchers must be stated in the name of the corporation, company, firm, or person rendering the service or furnishing the articles for which payment is made.

646. Payments in currency or by check to bearer will not be made to holders of powers of attorney or to holders of instruments operating as transfers or assignments.

If a payment in currency or by check to bearer is made to an incorporated or unincorporated company, the money or check must be delivered to and the voucher receipted by a duly authorized officer or agent of the company; the receipt must be signed with the company name, followed by the autograph signature of the officer, with his title, or of the agent to whom the money or check was delivered, and the receipted voucher will be accompanied by evidence showing his authority. This evidence will consist of extracts from the articles of incorporation or association, the by-laws, or the minutes of the board of directors, duly certified by the custodian of

such records (under the company seal, if there be one), showing that the signer is properly vested with authority to receive and receipt for money due the company.

If payment in currency or by check to bearer is made to an individual or a copartnership doing business under a company title, the receipt must be signed with the company name, followed by the autograph signature of the individual proprietor or of one of the members of the firm with the words "proprietor" or "one of the proprietors" appended thereto.

If payment in currency or by check to bearer is made to a copartnership doing business as such, the receipt must be signed with the usual firm signature by one of the members of the firm, who will be required to append his own signature as "one of the firm."

If payment in currency or by check to bearer is made to an individual creditor, the receipt must be signed by him in person.

647. If payment is made by check to order of any company (incorporated or unincorporated) or firm or individual by name, and the fact that the check has been so drawn is stated on the voucher, giving its number, date, amount, and United States depository on which drawn, the receipt to the voucher may be signed by an officer, attorney, or agent of the company, or by an attorney or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to receipt the voucher and receive the check.

648. Receipts for small sums for occasional service paid to corporations, such as railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, and ice companies, may be signed by the local agent in charge of the business of the company at the place where the service is rendered or where it begins or terminates, and the certificate of the officer making payment that the person to whom payment was thus made was then the local agent of the company in charge of its business at the place designated will be sufficient evidence of the agent's authority to receive and receipt for the money paid.

649. When an account is presented by an individual who is not known to the disbursing officer, the latter will require him to be identified.

650. The signature to the receipt and the name of the person or business firm as entered at the head of an account must be literally alike.

651. When a signature is not written by the hand of the party it must be witnessed by a disinterested party, a commissioned officer when practicable.

652. In final statements, receipts for money, and papers of like character, money amounts will, in all cases, be written out in full and also expressed by figures in parentheses. This requirement does not apply to pay rolls of military organizations and pay rolls of other descriptions.

653. Fees of civil officers for administering oaths in matters of military administration (where the services of judge-advocates of departments, or of courts-martial, or trial officers of summary courts were not obtainable) will be paid from the appropriation applicable to the subject-matter of the oaths, and in case there be no appropriation applicable thereto the fees will be paid by the Quartermaster's Department.

654. Disbursing officers will not issue vouchers for unpaid accounts as due bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge.

655. When applicable, the following rules for the computation of time in payment of services will be observed:

The annual compensation of officers, agents, and employees of the United States for services rendered shall be divided into 12 equal installments, one of which shall be the pay for each calendar month's service rendered by the same person without

regard to the actual number of days in said month, and in making payment for a fractional part of a month one-thirtieth of one such installment, or of a monthly compensation, shall be the rate to be paid for each day.

In making payments for a fractional part of a month where service has been performed therein by two or more persons holding the same office or place, one-thirtieth of one month's installment of annual compensation or of any monthly compensation shall be the rate to be paid for each day of service, except for the 31st day of any month, for which nothing can be paid, provided the full salary is taken up in making payments for service accruing before the 31st.

To illustrate: A person serving during the whole of a thirty-one-day month will receive the full monthly salary, and no more, or the one-twelfth of an annual salary, and no more.

A person serving during the whole of February, a twenty-eight-day month, shall likewise receive the full monthly salary, or the one-twelfth of the annual salary.

A person appointed on the 31st day of a month will receive no salary or compensation for said day's service, if the full salary has been earned by his predecessors.

A person serving from the 1st to and including the 15th day of February will receive the fifteen-thirtieths of a month's salary.

A person succeeding him on the 16th day of February and holding until and including the 28th day of February will receive thirteen-thirtieths of a month's salary, and in leap year fourteen-thirtieths, if he serves on the 29th.

In employment by the month the monthly compensation shall be treated the same as one of the twelve installments where the rate of payment is annual.

In computing the wages of persons employed at a per diem allowance, payment will be made for the actual number of days employed, and the day on which service begins and the day on which it ends will be allowed in the computation.

When services are rendered from one given date to another, the account will state clearly whether both dates are included.

For commutation of subsistence at a per diem rate, payment will be made for the actual number of days.

656. Disbursing officers, except those serving in the Philippine Islands, will not settle with heirs, executors, or administrators except by authority of the proper bureau of the War Department, and upon accounts that have been duly audited and certified by the proper accounting officers of the Treasury.

In the Philippine Islands disbursing officers may settle direct with executors or administrators upon accounts accruing in those islands, which are accompanied by the duly attested copies of the decrees appointing said executors or administrators, in conformity with the civil laws of the archipelago governing such matters. The settlement thus made by any disbursing officer is, however, subject to review by the accounting officers of the Treasury when his accounts shall come before them for adjustment.

PECUNIARY RESPONSIBILITY OF OFFICERS.

657. An officer will have credit for an expenditure of money made in obedience to the order of his commanding officer. Every order issued by any military authority which may cause an expenditure of money in a staff department will be given in writing. One copy thereof will be forwarded by the officer receiving it to the head of his department, and the other will be filed by the disbursing officer with his voucher for the disbursement. If the expenditure be disallowed, it will be charged to the officer who ordered it.

658. If a payment made on the certificate of an officer as to the facts is afterwards disallowed for error of fact in the certificate, it will pass to the credit of the disbursing officer and be charged to the officer who gave the certificate; but the disbursing officer can not protect himself in an erroneous payment made without due care by charging lack of care against the officer who gave the certificate.

ADMINISTRATIVE EXAMINATION OF MONEY ACCOUNTS.

659. The chief of a bureau to which accounts pertain will cause each account current, with its accompanying papers, to be examined and transmitted to the Treasury Department, with his decision indorsed thereon, within sixty days from the date on which such account was received at his office. He will bring to the notice of the Secretary of War all matters of account that require or merit it. When a suspension or disallowance is made, the bureau will notify the officer that he may have an opportunity to submit explanations or take an appeal to the Secretary of War.

660. In case of discovered error or disallowance in an account upon its examination by the proper authority, the officer responsible will, upon notification thereof, unless able to furnish evidence to correct or remove the same, make the proper correction in his next account current, and refer therein to the particular voucher in which the error occurred or the disallowance was made.

ARTICLE LIV.

PUBLIC PROPERTY ACCOUNTABILITY AND RESPONSIBILITY.

GENERAL PROVISIONS.

661. Accountability and responsibility devolve upon any person to whom public property is intrusted and who is required to make returns therefor. Responsibility without accountability devolves upon one to whom such property is intrusted, but who is not required to make returns therefor. Thus, with respect to quartermaster's supplies intrusted to a company or detachment commander, responsibility but not accountability attaches.

662. The officer in permanent or temporary command of a post or station is responsible for the security of all public property of the command, whether in use or in store, and, although for purposes of periodical accountability to the War Department it may all have been officially receipted for by subordinate officers, the commanding officer is nevertheless responsible and pecuniarily liable with them for the strict observance of the regulations in regard to its preservation, use, and issue. He will take care that all storehouses are properly guarded, that only reliable agents are employed, and only trustworthy enlisted men are detailed for duty in them or in connection with property.

663. If an officer in charge of the public property of a command (not properly pertaining to a company or detachment) is, by order, leave of absence, or any other cause separated from it, the commanding officer, or an officer designated by him, will receipt and account for it.

664. If it becomes necessary to remove all officers from the charge of public property, the commanding officer will take measures to secure it and report the circumstances to the proper authority.

665. A company or detachment commander is responsible for all public property pertaining to his company or detachment, and will not transfer his accountability therefor to a successor during periods of absence of less than a month unless so ordered by competent authority; when such absence exceeds a month, the question of responsibility is settled by the proper authority.

666. The officer in temporary or permanent command of a company or detachment is responsible for all public property used by or in possession of the command, whether he receipts for it or not.

667. The property responsibility of a company commander can not be transferred to enlisted men. It is his duty to attend personally to its security, and to superintend issues himself or cause them to be superintended by a commissioned officer.

668. An officer will not when it can be avoided be detailed for duty which will separate him from public property for which he is accountable.

669. A transfer of public property involves a change of possession and account-

ability. In ordinary cases of transfer the transferring officer will furnish the receiving officer with invoices in duplicate, accurately enumerating the property, and the latter will return duplicate receipts. In cases in which complete transfer of property occurs, instead of exchanging separate invoices and receipts, as above provided, the receiving officer may make direct entry on the final return (both original and duplicate) of his predecessor that all the property thereon enumerated as on hand and transferred to successor was received by him. The transferring officer may make similar entry on the return of his successor, stating that all the stores there taken up as received from such predecessor were actually turned over by him.

670. When an officer to whom stores have been forwarded believes them to have miscarried he will promptly inform the issuing and forwarding officers.

671. If an officer to whom public property has been transferred fails to receipt for it within a reasonable time, the invoicing officer will report the facts to the commanding officer of the former for action. Copies of all papers relating to the transaction will be filed with his returns.

672. Upon the receipt of public property by an officer he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made, unless he has reason to believe the contents defective. Should he discover defect or shortage, he will apply for a survey to determine it and fix the responsibility. Should he consider the property unfit for use, he will submit inventories in triplicate and request the action of an inspector. The same rule will be observed in regard to packages when first opened for issue, and for property damaged or missing while in store.

673. When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the officer responsible or some other commissioned officer will be present and verify the contents by actual weight, count, or measurement, as circumstances may require, and in case of deficiency or damage will make written report of the facts to the post commander. If only the officer responsible be present and make the report, he will secure the sworn statements in writing of one or more civilians or enlisted men regarding the condition of the property when examined. Should a survey be ordered, the post commander will refer to the surveying officer the report made by the examining officer, together with the sworn statements. At arsenals and depots, where there are persons whose special duty it is to receive and issue public stores, the reports herein required may be made by them instead of officers of the Army.

674. The giving or taking of receipts in blank for public property is prohibited.

675. Supplies procured by one bureau will not be furnished to another except by special authority of the Secretary of War, except in the Philippines Division, where the authority of the division commander is sufficient. When furnished and restored in kind they will be delivered at the post from which received, or at such other post as department commanders or chiefs of bureaus concerned may determine. If the transaction is between two bureaus of the War Department, payment will be made at the contract or invoice price of the stores. When between a bureau of the War Department and any other Executive Department, the amount to be paid will include the contract or invoice price and cost of transportation, and in case of subsistence stores, ten per cent additional to cover wastage in transit.

676. In no case will means of transportation or other property of any branch of the military service be taken as a part of the outfit of surveying or exploring expeditions for which Congress has made appropriations, without the express authority of the Secretary of War.

677. When it is impracticable for an officer to personally superintend his issues—as may be the case with one charged with disbursements, or the care of depots—he should choose with great caution the agent to whom he intrusts the duty.

678. The keys of storerooms or chests will not be intrusted to enlisted men or

civilians without great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent personal inspections, to prevent loss or damage.

679. An officer in charge of public property in use or in store will endeavor by timely repairs to keep it in serviceable condition. For this purpose the necessary means will be allowed on requisition, and property in store so repaired will be issued.

680. All movable public property will, if practicable, be conspicuously branded "U. S." before being used.

681. Public property will not be used nor will labor hired for the Government be employed for any private purpose whatsoever, except as authorized in these regulations.

682. Unserviceable property is, with reference to its disposition, divided into classes as follows:

1. Property worn out in the service and which has no salable value.

2. Property worn out by fair wear and tear in the service which presumably has some salable value.

3. Property which has been rendered unserviceable from causes other than fair wear and tear in the service.

Property of the first class may be submitted to a surveying officer and disposed of as indicated in paragraph 720, or, if worn out by fair wear and tear in the service, to an inspector without prior action of a surveying officer.

Property of the second class will be submitted to an inspector without prior action of a surveying officer.

Property of the third class must be submitted to a surveying officer, and unless destroyed under paragraph 720 will subsequently be submitted to an inspector, and the inventory and inspection reports must be accompanied by the report of the surveying officer.

683. Empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, will be disposed of in the manner prescribed for property condemned and ordered sold in paragraph 684. At arsenals and depots where such accumulations have considerable money value proposals will be invited for specific lots and quantities, or for the accumulations of definite periods, as the head of the department to which the property pertains may deem best suited to the public interest.

684. Military stores and public property condemned and ordered sold will be disposed of for cash at auction, or to the highest bidder on sealed proposals, on due public notice, and in such market as the public interests may require. The officer making the sale will suspend it when in his opinion better prices can be obtained, except in the case of condemned animals, the disposition of which is provided for in paragraph 1079. The auctioneer's certified detailed account of the sale, and the vouchers for the expenses attending it, will be reported on the proper forms to the chief of the bureau to which the property pertained, and a copy of the auctioneer's detailed account of the sale will be furnished the Inspector-General.

685. Public property which has been condemned, or the issue price of which has been reduced as the result of a survey or inspection, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction.

PROPERTY DAMAGED, LOST, DESTROYED, ETC.—REWARDS.

686. Causes of damage to, and of loss and destruction of, military property are classified as follows:

1. Unavoidable causes, being those over which the responsible officers have no control, occurring (*a*) in the ordinary course of service, or (*b*) as incident to an active campaign.

2. Avoidable causes, being those due to carelessness, willfulness, or neglect.

687. Officers responsible for property will be charged for any damage to or loss or destruction of the same, and the money value deducted from their monthly pay, unless they show, to the satisfaction of the Secretary of War, by their own affidavits or certificates, or by one or more depositions, that the damage, loss, or destruction was occasioned by unavoidable causes and without fault or neglect on their part.

688. The proper officers to administer oaths in the administration of the affairs of the Army (except when otherwise specially provided) are judge-advocates of departments, judge-advocates of courts-martial, the trial officers of summary courts, and in the cases of investigations, the officer detailed to conduct the investigation, or the recorder, and if there be none, the presiding officer of any board appointed for such purpose. When none of these are within reach and available, recourse must be had to a notary public or other civil officer competent to administer oaths for general purposes.

689. If an article of public property be lost or damaged by the neglect or fault of any officer or soldier, he shall pay the value thereof, or the cost of repairs, at such rates as may be determined by a survey of the property.

690. The amount charged against an enlisted man on the pay rolls on account of loss or damage of, or repairs to, Government property shall not exceed the value of the article or cost of repairs; and such charge will only be made on conclusive proof, and never without a survey, if the soldier demand it. He will be informed at the time of signing the pay rolls that his signature will be regarded as an acknowledgment of the justice of the charge.

691. When a deserter carries away public property, or when such property is lost through his desertion, its value will be determined by a survey and charged against him on the next pay rolls, as prescribed in paragraph 114 of these regulations.

692. If articles of public property are embezzled, or lost or damaged through neglect, by a civilian employee, the value or damage as ascertained (and by a survey if necessary) shall be charged to him and set against any pay or money due him.

693. Whenever information is received that animals or other property belonging to the military service of the United States are unlawfully in the possession of any person not in the military service, the quartermaster or other proper officer will promptly cause proceedings to be instituted and diligently prosecuted before the civil authorities for the recovery of the property; and, if the same has been stolen, for the arrest, trial, conviction, and due punishment of the offender and his accomplices.

694. Upon satisfactory information that such United States property, unlawfully in the possession of any parties, is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the post or detachment commander will at once cause the same to be seized, and will hold it subject to any legal proceedings that may be instituted by other parties. Persons caught in the act of stealing public property will be summarily arrested by the troops and turned over to the civil authorities for trial.

695. When public property has been lost or stolen and the officer responsible therefor has failed to get possession of it by the ordinary means, the post commander may authorize the quartermaster to offer a reward for its recovery, such reward not to exceed one-fifth of the value of the property lost or stolen, and in no case shall it exceed $50. If the property has been stolen, the reward shall include payment for such information as the claimant possesses in regard to the larceny and recovery of the property as may lead to a conviction of the guilty party.

696. The expenses necessarily incurred by any action under the three preceding paragraphs, with the exception of attorney's fees, will be paid by the Quartermaster's Department, upon proper vouchers approved by the department commander. Officers will promptly report their action to department headquarters.

PROPERTY ACCOUNTABILITY.

697. All public property, whether paid for or not, must be accounted for on the proper returns. All public property unaccounted for when discovered by an accountable officer will be taken up and the usual returns rendered therefor. When discovered by officers not accountable for that class of property, or by enlisted men or civilian employees, they shall report the same as soon as practicable to an officer so accountable, who will take it up and account for it. In the absence of such an accountable officer the senior officer, enlisted man, or civilian employee present will take charge of such property and report it to the commander of the department wherein it may be located with a view to its proper disposition.

698. An officer accountable for the public property of two or more companies will account for that pertaining to each, except quartermaster supplies, on a separate return.

699. Accountability for public property will not be transferred to enlisted men, except to sergeants of the post noncommissioned staff at ungarrisoned posts and sergeants of the Signal Corps or enlisted men acting as such.

700. Vouchers for issues or expenditures of property not authorized by regulations will be accompanied by copies of the orders directing the issues or expenditures.

701. An officer will have credit for an expenditure of property made in obedience to the order of his commanding officer. If the expenditure is disallowed, it will be charged to the officer who ordered it.

702. Public property expended, lost, or destroyed in the military service must be accounted for by affidavit, or the certificate of a commissioned officer, or other satisfactory evidence.

703. When an enlisted man has, by a court-martial, been convicted of losing or damaging public property, the officer accountable for the property will send with his property return a certified copy of so much of the court-martial order as refers to the case, giving number, date, and place of issue of the order, and stating on the face of said copy the rolls on which the charges are made.

704. Should an officer or agent of the Government charged with public property fail to render the prescribed returns thereof within a reasonable time, a settlement of his accounts will be made by the proper bureau of the War Department, and the money value of the property with which he is charged will be reported against him for stoppage.

705. All returns of stores or supplies will be rendered as required by regulations or orders. Those of subsistence stores and subsistence property will be forwarded within ten days after the expiration of the accounting periods, and those of other classes of stores and property within twenty days, to the chiefs of bureaus to which they pertain.

ADMINISTRATIVE EXAMINATION OF PROPERTY RETURNS.

706. As soon as possible after the receipt of a return by the proper chief of bureau, it will be examined in his office, and the officer making the return will be notified of all errors and irregularities found therein and granted three months to correct them. Suspensions or disallowances will not be made on account of slight informalities which do not affect the validity of a voucher, but the officer's attention may be called to them. Whenever the errors have been corrected or compensation has been made for deficient articles, and the action of the bureau chief is sustained or modified by the Secretary of War, the return will be regarded as settled, and the officer who rendered it will be notified accordingly.

707. If the necessary corrections in the return be not made within the prescribed time, the facts will be reported to the Secretary of War. When it has been determined that the money value of the property for which an officer has failed to account shall be refunded to the United States, the facts will be certified to the Auditor for the War Department by the proper chief of bureau.

ARTICLE LV.

LANDS, BUILDINGS, AND IMPROVEMENTS.

708. Land shall not be purchased for the United States except under an act of Congress authorizing the purchase, nor shall public money be expended for the erection of armories, arsenals, forts, fortifications, or permanent buildings of any description thereon, until the written opinion of the Attorney-General shall have been obtained announcing the validity of the title thereof in the Government, nor, if the land be within any State, until jurisdiction over it shall have been ceded to the United States by the legislature of the State, or such cession of jurisdiction shall have been expressly waived by Congress.

709. All papers relating to the Washington Aqueduct and public buildings and grounds in the District of Columbia will be filed in the office of the Chief of Engineers. All other deeds and papers pertaining to the title or sale of, and any lease, grant, license, or easement of, upon, or over any military reservation or other lands under the jurisdiction of the War Department will be filed in the office of the Judge-Advocate-General. When any such papers come into the possession of any bureau, they shall within five days thereafter be transferred to the office of the Judge-Advocate-General.

710. Permanent military buildings will be constructed only under special authority granted by an act of Congress, unless the work or labor connected therewith is performed by troops, and in such case the authority of Congress must first be obtained if the estimated cost of the building or structure exceeds $20,000.

711. Permanent barracks, quarters, or other buildings, or piers or wharves, will not be erected or constructed except by the order of the Secretary of War, and in accordance with plans approved by him; nor will any material alterations be made in public buildings unless like authority is first obtained; nor will any expenditures exceeding $500 be made upon any building or grounds at any post, fort, arsenal, or depot without the approval of the Secretary of War and upon detailed estimates submitted to him.

712. A copy of the plat of the lands at each post, fort, arsenal, and depot, furnished from the proper bureau, will be carefully preserved in the office of the commanding officer.

ARTICLE LVI.

SURVEYS ON PROPERTY.

713. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation, will be surveyed by a disinterested officer, preferably the summary court officer.

714. The surveying officer will be designated by the commanding officer of the regiment, separate battalion, post, or station. Such officer may, however, be appointed by the commanding officer of a territorial division or department, an army corps, division, or brigade. If none but the commanding officer and interested officers be present for duty, then the commanding officer will survey the property. When only the responsible or interested officer is present, he will not appoint himself surveying officer, but will furnish the next higher commander his certificate of facts and circumstances, supported by the sworn testimony of witnesses, or by the affidavits of enlisted men or others who are cognizant thereof. Should the case thus presented not be considered satisfactory, or in a case in which only interested officers with opposing interests are present for duty at the post or station, the next higher commander may make the necessary investigation. In cases where the property in question has been previously acted upon, the officer making the investigation will be so informed and the previous reports will be considered.

715. The surveying officer must fully investigate matters submitted to him. He will call for all evidence attainable, and will not limit his inquiries to proofs or statements presented by parties in interest. He will rigidly scrutinize the evidence, especially in cases of alleged theft or embezzlement, and will not recommend the relief of officers or soldiers from responsibility unless fully satisfied that those charged with the care of property have performed their whole duty in regard to it. He should hear in person or by deposition all persons concerned in the subject-matter before him. In no case, however, will his report take the place of the evidence required in paragraph 687.

716. The party responsible for the property to be surveyed will in all cases furnish the original certificates or affidavits, or the testimony of the witnesses upon which he relies to relieve him from responsibility and the number of duly attested copies of such affidavits and certificates required to accompany the report.

717. Any officer of the Army detailed to conduct an investigation, and the recorder, and, if there be none, the presiding officer of any military board appointed for such purpose, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

718. The surveying officer can not condemn public property. His action is purely advisory. He will ascertain and report facts, submitting opinions and making recommendations upon questions of responsibility which may arise through accident, mistake, or neglect. For example, he investigates and determines questions involving the character, amount, and cause of damage or deficiency which public property may have sustained in transit, store, or use, and which is not the result of ordinary wear and tear of the service, and reports the investigation made, his opinions thereon, and fixes responsibility for such damage or deficiency upon the proper party. He makes inventories of property ordered to be abandoned when the articles have not been enumerated in the orders for abandonment. He recommends the prices at which damaged clothing may be issued and the proportion in which supplies shall be issued in consequence of damage or deterioration that renders them, at the usual rate, unequal to the regulation allowance, fixing in each instance responsibility for actual condition. He verifies the discrepancy between invoices and the actual quantity or description of property transferred from one officer to another, fixes definitely amounts received for which the receiving officer must receipt, and ascertains, as far as possible, where and how the discrepancy has occurred.

719. The report will be prepared in triplicate and will then be submitted to the convening authority for approval or disapproval. Separate reports will be made for each staff department concerned.

720. On the approved recommendation of a surveying officer, public animals may be killed to prevent contagion or terminate suffering; clothing infected with contagious disease, stores that have become so deteriorated as to endanger health or injure other stores, and unserviceable stores of no salable value may be destroyed.

This paragraph will be limited, in its application to ordnance stores, to such as form part of the equipment of cavalry and infantry and to articles of similar character and cost, small arms excepted.

A certificate of the witnessing officer that the property has been destroyed as authorized will be appended to the report.

721. When the value of the property submitted for survey or the loss or damage to be inquired into does not exceed $500, and the interested officer does not request the department commander's action, the report will be considered complete, for submission as a property voucher, upon the approval of the appointing authority. One copy will then be forwarded to department headquarters and the others delivered to the officer accountable.

722. Should the report be disapproved by the appointing authority, or should the value of the property submitted for survey or the loss or damage to be inquired

into exceed $500, or, whatever the amount involved, should the officer pecuniarily interested request it, the report in triplicate will be forwarded to the next higher commander for review, and with his action is complete. One copy will then be filed at department headquarters and the others sent to the accountable officer. But all reports of surveys of property, whatever their nature or the amounts involved, are subject on call to the approval or disapproval of the next higher commander, or such other action on his part as the merits of the case or the interests of the Government may in his opinion require.

723. The reports of a survey which recommend the relief of officers and enlisted men from responsibility should not be approved unless full and careful investigation and convincing proof to sustain the findings appear.

724. When the approved report of a surveying officer holds common carriers or persons not in the military service of the United States responsible for the loss of or damage to public property or stores, the chief of that branch of the staff to which the stores or property pertain in the territorial department in which the loss or damage occurred will at once take steps to make collection from the parties so held. If the loss occurred during transit, collection will be made through the Quartermaster's Department; if there were deficiencies in the original packages when purchased and delivered, collection will be made through the purchasing officer. The chief of bureau will be notified at once of the steps taken toward making collection, and, when the money is refunded, report will be made showing how and when accounted for. If, in any instance, collection can not be made, that fact, together with reasons therefor, will be likewise reported to the chief of bureau.

725. Properly approved reports of surveys of property may be submitted as vouchers to property returns. They are not to be considered as conclusive until accepted by the Secretary of War. Until then they are to be regarded simply as the opinions and recommendations of disinterested officers, to aid in the settlement of questions of accountability between the Government and the individuals concerned. If, on examination in the proper bureau, they exhibit serious errors or defects either of investigation or of finding, they will not be accepted as sufficient vouchers, and the officer submitting them will be duly notified, that he may have opportunity to make explanations or appeal to the Secretary of War.

726. At posts or stations not under the control of department commanders commanding officers will be governed by these regulations in appointing surveying officers and acting upon their reports, but in cases referred to in paragraph 722 will forward the papers to the chiefs of bureaus to which the property pertains.

727. Whenever a report of a survey recommends a stoppage against an enlisted man and the recommendation is approved, the appointing authority will cause a copy of the report to be furnished to the company commander who will charge the amount on the next pay rolls of the company.

728. If an inspection of property follows the report of a survey thereon, one copy of the proceedings will accompany the inventory and inspection report which is transmitted for approval, and will afterwards be returned to be used as a voucher to the officer's returns, and another, with the inventory and inspection report, will be filed by the officer with his retained papers.

729. Compensation may be made under the provisions of the act of Congress approved March 3, 1885, for private property of officers or enlisted men lost or destroyed in the military service under any of the following circumstances:

1. Without fault or negligence on the part of the claimant, and on account of some exigency or necessity of the military service.

2. Where the private property so lost or destroyed was shipped on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment.

3. Where it appears that the loss or destruction of the private property of the

claimant was in consequence of his having given his attention to the saving of the property belonging to the United States which was in danger at the same time and under similar circumstances.

Compensation will not be made for losses sustained in time of war or hostilities with Indians, and claim for compensation must be presented within two years from the occurrence of the loss or destruction. Each claim for compensation will be forwarded through military channels to the Auditor for the War Department and will, if possible, be accompanied by the proceedings of a board of officers, showing fully the circumstances of the loss. All personal property for the loss or destruction of which payment is claimed must be enumerated and described in the proceedings of the board of officers, but the board will recommend payment for only such articles as in the opinion of the board were reasonable, useful, necessary, and proper for the claimant to have in the public service in the line of duty.

ARTICLE LVII.

Civilian Employees.

GENERAL PROVISIONS.

730. In the staff corps and departments the employment of civilians will be regulated by the respective chiefs of bureaus under the direction of the Secretary of War. Those whose services are engaged with the intention or probability of retaining them for more than three months are classified as permanent employees. Their appointment, dismissal, promotion, or reduction will be made, under the supervision of the respective chiefs of bureaus, by the officers employing them, except as controlled by statute or the civil-service rules; but in selections for such employment preference will be given, as far as practicable, to applicants who have served meritoriously as enlisted men in the Army, and the appointments and promotions of all permanent employees, except mechanics, laborers, teamsters, and others of similar or kindred occupations, will be submitted for the approval or confirmation of the Secretary of War.

731. The clerks and messengers authorized by the act of Congress of August 6, 1894, will be employed and apportioned to the several headquarters and stations by the Secretary of War, and will not be transferred without his authority. All messenger service at the several division and department headquarters, except for staff officers not assigned to the headquarters' staff, and, as far as practicable, all clerical services thereat, will be performed by this class of employees.

732. Department commanders will confine expenditures for civilian employees within the allotments for the purpose made under the direction of the Secretary of War.

733. Civil engineers, clerks, inspectors, storekeepers, packers, watchmen, messengers, teamsters, mechanics, and laborers will, as a rule, be engaged by the month, day, or piece, and paid at the end of each calendar month. They will be designated upon the rolls in the capacity in which employed and at the rates established. When discharged and not paid, certified statements will be given them.

734. Eight hours constitute a day's work for all mechanics and laborers employed by or on behalf of the United States, except in cases of emergency. This rule does not extend to engineers, firemen, seamen, watchmen, messengers, teamsters, and others, the nature of whose employment is peculiar and whose services may be necessary at any or occasionally at all hours of the day.

TRAVELING EXPENSES.

735. For authorized journeys of civilian employees of any branch of the military service transportation requests will be obtained when practicable, but will be obtained in every case for travel over bond-aided railroads.

736. Reimbursement of actual expenses when traveling under competent orders will be allowed, under the following heads, to civilians in the employ of any branch of the military service, excepting the expert accountant of the Inspector-General's Department, paymasters' clerks, and those mentioned in the next succeeding paragraph, viz:

1. Cost of transportation (excluding parlor-car fare) over the shortest usually traveled route, when it was impracticable to furnish transportation in kind on transportation requests.

2. Cost of transfers to and from railroad stations, not exceeding 50 cents for each transfer.

3. Cost of one double berth in a sleeping car, or customary stateroom accommodation on boats and steamers when extra charge is made therefor.

4. Cost of meals not exceeding $3 per day while en route when meals are not included in the transportation fare paid; and not exceeding $3 per day for meals and lodgings during necessary delay en route.

5. Cost of meals and lodgings not exceeding $3 per day while on duty at places designated in the orders for the performance of temporary duty.

737. Laborers, teamsters, and employees of similar character, traveling under competent orders, will be entitled to such actual and necessary expenses of travel and subsistence as may be authorized by the chief of bureau which pays the accounts. Those in receipt of a ration under paragraph 1219 will not be allowed commutation therefor. If it be impracticable for them to carry rations in kind, rations will not be drawn for the period during which they are traveling.

738. None but the authorized items of traveling expenses of civilians will be allowed. They will in all cases be set forth in detail in each voucher for reimbursement, supported by oath and, when practicable, by receipts.

739. The allowances hereinbefore provided for the subsistence of civilian employees cease upon the arrival of the employees at the destination mentioned in their orders for travel; they must then subsist on their rations, if entitled to them, or provide for their subsistence out of their regular pay.

740. Paymasters' clerks and the expert accountant of the Inspector-General's Department when traveling on duty will, when transportation in kind can not be furnished by the Quartermaster's Department, be reimbursed for cost of transportation paid by them exclusive of parlor or sleeping car fares or transfers, and will receive in addition thereto, for all travel whether or not on transportation requests, 4 cents per mile for each mile necessarily traveled by them in the performance of duty; distance to be computed over the shortest usually traveled route. But in traveling on duty to and from or between our island possessions only actual expenses shall be paid for sea travel.

741. Actual traveling expenses, as contemplated in the preceding paragraphs, are paid by the following departments, viz:

Pay Department.—To paymasters' clerks, the expert accountant of the Inspector-General's Department, civilians summoned as witnesses before, and authorized reporters of, military courts.

Ordnance Department.—To employees at arsenals and armories (cost of transportation included) from appropriations for the service of the Ordnance Department.

Engineer Department.—To employees on public works and fortifications (cost of transportation included) from appropriations made specifically for the work.

Quartermaster's Department.—To employees of the Quartermaster's and Subsistence Departments, and other employees of the Army not above provided for.

742. When officers of the staff departments change station the transfer of clerks or other employees to the new stations at the expense of the United States is prohibited, except in cases of urgent necessity, for which the sanction of the Secretary of War will be first obtained. The Pay Department is excepted from this regulation.

ARTICLE LVIII.

Staff Administration.

743. The supply, payment, and recruitment of the Army, and the direction of the expenditures of the appropriations for its support, are by law intrusted to the Secretary of War. He exercises control through the Chief of Staff and the bureaus of the War Department. He determines where and how particular supplies shall be purchased, delivered, inspected, stored, and distributed.

744. The exercise by the President of his power to call the organized militia into the service of the United States, or to raise volunteers, authorizes the chiefs of the supply departments of the Army to equip and supply said forces in the manner authorized by the Army and Field Service Regulations, limited only by available appropriations.

745. When a chief of bureau of the War Department desires to change the station of an officer or enlisted man of his department, or to send him on duty peculiar thereto (except in cases of officers employed under the appropriations for the improvement of rivers and harbors and for construction of fortifications), he will apply to The Military Secretary of the Army for the necessary orders, setting forth the reasons for the change or the purpose of the journeys.

746. The assignment to stations of officers or enlisted men of the staff departments, or of post noncommissioned staff officers, except as provided in the Field Service Regulations, will be made by the War Department or by commanders of territorial divisions and departments, under the special authority of the War Department. The commander of a division or department who, in consequence of the movement of troops or other necessity of service, removes an officer from the station to which he has been assigned by the War Department, will promptly report the case to The Military Secretary of the Army.

747. When business upon which a board of officers is to be assembled is solely within the sphere of duty of a particular staff department, and the members thereof are to be selected from the same, the chief of such department will call the board if it is to meet at a post or station under his immediate control and is to be composed only of officers serving thereat; otherwise the order appointing it will be issued by direction of the Secretary of War.

748. Copies of all important communications from a bureau of the War Department to a disbursing officer on the staff of a department commander, which concern service in such department, will be sent direct to the department commander.

749. Staff officers assigned to the command of an officer are under his supervision and control in all matters pertaining to or affecting the command and in all other matters which are not specially excepted from such control by the regulations or orders of the War Department.

750. Commanders of divisions and departments, in order to avoid unnecessary clerical labor and accumulation of papers, will call upon officers under their orders for only such abstracts or reports, in addition to those required by regulations, as may be needed for proper administration, but will not require regular reports and returns at stated times without the authority of the War Department.

751. Commanding officers will cause returns, requisitions, and estimates pertaining to their respective commands to be promptly made and forwarded.

752. Officers doing duty as staff officers of military posts and commands will submit their estimates and requisitions for supplies, property, and money to their immediate commanding officers for revision and approval, who will carefully examine estimates and requisitions and satisfy themselves that money or articles asked for are in amount, quantity, and kind actually required for the public service during the period covered.

753. The chief of each branch of the staff of any command will carefully revise the estimates and requisitions for money and supplies for the command in so far as his particular branch is concerned. He will ascertain and recommend the cheapest markets and most economical routes of transportation. Such officers will receive from their commanders timely instructions as to all contemplated movements of troops and as to any probable increase or diminution of the garrison at any particular post, that a proper and economical distribution of supplies may be made.

754. It is the duty of commanding officers to enforce rigid economy in public expenditures and to correct all irregularity and extravagance which they may discover; to see that disbursements are economically made and that public property is protected; to scrutinize carefully all contracts and vouchers for disbursements, and to guard the public interests in every particular.

ARTICLE LIX.

General Staff Corps.

755. The General Staff Corps, created in conformity to the act of Congress approved February 14, 1903, is composed of officers of the grades and number specified in said act, detailed for service in said corps for a period of four years unless sooner relieved, under rules of selection prescribed by the President. Upon being relieved from duty in the General Staff Corps officers return to the branch of the Army in which they hold permanent commissions, and except in case of emergency or in time of war are not eligible to further detail therein until they have served for two years with the branch of the Army in which commissioned. This ineligibility does not apply to any officer who has been relieved prior to the expiration of four years' duty with the corps; but such officer will become ineligible as soon as he shall have completed a total of four years of said duty. While serving in the General Staff Corps officers may be temporarily assigned to duty with any branch of the Army.

756. The law establishes the General Staff Corps as a separate and distinct staff organization, the chief of which has supervision, under superior authority, over all branches of the military service, line and staff, except such as are exempted therefrom by law or regulations, with a view to their coordination and harmonious cooperation in the execution of authorized military policies.

757. The General Staff Corps, under the direction of the Chief of Staff, is charged with the duty of investigating and reporting upon all questions affecting the efficiency of the Army and its state of preparation for military operations, and to this end considers and reports upon all questions relating to organization, distribution, equipment, armament, and training of the military forces (Regulars, Volunteers, and Militia), proposed legislative enactments and general and special regulations affecting the Army, transportation, communications, quarters, and supplies; prepares projects for maneuvers; revises estimates for appropriations for the support of the Army and advises as to disbursement of such appropriations; exercises supervision over inspections, military education and instruction, examinations for the appointment and promotion of officers, efficiency records, details and assignments, and all orders and instructions originating in the course of administration in any branch of the service which have relation to the efficiency of the military forces; prepares important orders and correspondence embodying the orders and instructions of the President and Secretary of War to the Army; reviews the reports of examining and retiring boards, and acts upon such other matters as the Secretary of War may determine.

758. The General Staff Corps, under like direction, is further charged with the duty of preparing plans for the national defense and for the mobilization of the military forces (including the assignment to armies, corps, divisions, and other headquarters of the necessary quota of general staff and other staff officers), and incident thereto with the study of possible theaters of war and of strategic questions

in general; with the collection of military information of foreign countries and of our own; the preparation of plans of campaign, of reports of campaigns, battles, engagements and expeditions, and of technical histories of military operations of the United States.

759. To officers of the General Staff Corps are committed the further duties of rendering professional aid and assistance to the Secretary of War and to general officers and other superior commanders and of acting as their agents in informing, and coordinating the action of, all the different officers who are subject under the provisions of law to the supervision of the Chief of Staff.

They perform such other military duties not otherwise assigned by law as may from time to time be prescribed by the President. Under the authority here conferred officers of the General Staff Corps are intrusted with the executive duties hereinafter indicated.

760. Officers of the General Staff Corps assigned to duty with commanders of armies, corps, divisions, separate brigades, territorial divisions, and departments are collectively denominated the General Staff serving with troops. They serve under the immediate orders of such commanders; those not so assigned perform duty under the immediate direction of the Chief of Staff and constitute the War Department General Staff.

761. The assignment of duties to the General Staff Corps does not involve in any degree the impairment of the initiative and responsibility which special staff corps and departments have in the transaction of current business.

War Department General Staff.

762. To facilitate the performance of its duties, the War Department General Staff will be arranged in divisions, each under the direction of an officer of the General Staff Corps to be designated by the Chief of Staff. Each division will be subdivided into sections as may be directed by the Chief of Staff.

763. The War Department General Staff in its several divisions and sections stands in an advisory relation to the Chief of Staff in the performance of the duties herein devolved upon him. The distribution of duties to the several divisions and sections is regulated by the Chief of Staff.

Chief of Staff.

764. Under the act of February 14, 1903, the command of the Army of the United States rests with the constitutional commander-in-chief, the President. The President will place parts of the Army, and separate armies whenever constituted, under commanders subordinate to his general command; and, in case of exigency seeming to him to require it, he may place the whole Army under a single commander subordinate to him; but in time of peace and under ordinary conditions the administration and control of the Army are effected without any second in command.

The President's command is exercised through the Secretary of War and the Chief of Staff. The Secretary of War is charged with carrying out the policies of the President in military affairs. He directly represents the President and is bound always to act in conformity to the President's instructions. Under the law and the decisions of the Supreme Court his acts are the President's acts and his directions and orders are the President's directions and orders.

The Chief of Staff reports to the Secretary of War, acts as his military adviser, receives from him the directions and orders given in behalf of the President, and gives effect thereto in the manner hereinafter provided.

Exceptions to this ordinary course of administration may, however, be made at any time if the President sees fit to call upon the Chief of Staff to give information or advice, or receive instructions, directly.

Wherever in these regulations action by the President is referred to, the action of the President through the Secretary of War is included; and wherever the action of the Secretary of War is referred to, the Secretary of War is deemed to act as the representative of the President and under his direction.

The Chief of Staff is detailed by the President from officers of the Army at large not below the grade of brigadier-general. The successful performance of the duties of the position requires what the title denotes—a relation of absolute confidence and personal accord and sympathy between the Chief of Staff and the President, and necessarily also between the Chief of Staff and the Secretary of War. For this reason, without any reflection whatever upon the officer detailed, the detail will in every case cease, unless sooner terminated, on the day following the expiration of the term of office of the President by whom the detail is made; and if at any time the Chief of Staff considers that he can no longer sustain toward the President and the Secretary of War the relations above described, it will be his duty to apply to be relieved.

The provisions of paragraph 755 regarding the re-detail of an officer who has not completed a total of four years' service apply to the Chief of Staff.

765. The Chief of Staff is charged as limited and provided by law with the duty of supervising, under the direction of the Secretary of War, all troops of the line, the Military Secretary's, Inspector-General's, Judge-Advocate-General's, Quartermaster's, Subsistence, Medical, Pay, and Ordnance departments, the Corps of Engineers, and the Signal Corps. He performs such other military duties not otherwise assigned by law as may be assigned to him by the President.

766. The supervisory power vested by statute in the Chief of Staff covers primarily duties pertaining to the command, discipline, training, and recruitment of the Army, military operations, distribution of troops, inspections, armament, fortifications, military education and instruction, and kindred matters, but includes also, in an advisory capacity, such duties connected with fiscal administration and supply as are committed to him by the Secretary of War.

In respect to all duties within the scope of his supervisory power, and more particularly those duties enumerated in this and the following paragraph, he makes and causes to be made inspections to determine defects which may exist in any matter affecting the efficiency of the Army and its state of preparation for war. He keeps the Secretary of War constantly informed of defects discovered, and under his direction issues the necessary instructions for their correction.

767. Supervisory power is conferred upon the Chief of Staff over all matters arising in the execution of acts of Congress and executive regulations made in pursuance thereof relating to the militia. This supervision is especially directed to matters of organization, armament, equipment, discipline, training, and inspections. Proposed legal enactments and regulations affecting the militia and estimates for appropriations for its support are considered by him, and his recommendations submitted to the Secretary of War.

768. The Chief of Staff is charged with the duty of informing the Secretary of War as to the qualifications of officers as determined by their records, with a view to proper selection for special details, assignments, and promotions, including detail to and relief from the General Staff Corps; also of presenting recommendations for the recognition of special or distinguished services.

769. All orders and instructions emanating from the War Department, and all regulations affecting the Army or the status of officers or enlisted men therein, are issued by the Secretary of War through the Chief of Staff, and are communicated to troops and individuals in the military service through The Military Secretary of the Army.

770. The assignment of officers of the General Staff Corps to stations and duties is made upon the recommendation of the Chief of Staff.

771. In case of absence or disability of the Chief of Staff the senior officer of the

General Staff present for duty in Washington shall act as such chief unless otherwise specially directed by the Secretary of War.

772. In the performance of the duties hereinbefore enumerated and in representation of superior authority, the Chief of Staff calls for information, makes investigations, issues instructions, and exercises all other functions necessary to secure proper harmony and efficiency of action upon the part of those placed under his supervision.

THE GENERAL STAFF SERVING WITH TROOPS.

773. The general staff of a command consists of general staff officers of such number and grades as may be assigned to it on the recommendation of the Chief of Staff.

774. The senior General Staff officer on duty with a command shall, unless otherwise directed by the War Department, be the Chief of Staff of the command. Ordinarily he will be so assigned by the War Department.

775. The duties of the chief of staff of a command are as prescribed for officers of the general staff corps in paragraphs 757 to 760, and in addition he will, under direction of the commander of the troops, perform all duties analogous to those devolved by paragraphs 765 to 772 upon the Chief of Staff of the Army. The other general staff officers serving with troops are employed under the direction of the commanders thereof upon the duties prescribed for officers of the general staff corps, and they shall perform such other duties within the scope of general staff employment as may be directed by such commanders. General staff officers will not be assigned to other than general staff duties except by special authority of the War Department.

DETAILS OF OFFICERS TO THE GENERAL STAFF CORPS.

776. All vacancies occurring in the General Staff Corps, excepting in the case of the Chief of Staff, shall be filled on the recommendation of a board of five general officers of the line, not more than two of whom shall be members of the General Staff Corps, convened by the War Department at such times as may be necessary. The board shall be sworn to recommend officers solely on their professional efficiency, and probable aptitude and fitness for general staff service, and shall select such number of officers and of such grades, to fill existing or anticipated vacancies, as the War Department may direct.

ARTICLE LX.

THE MILITARY SECRETARY'S DEPARTMENT.

777. The Military Secretary's Department is the department of records, orders, and correspondence of the Army and the militia.

The Military Secretary is charged, under the direction of the Secretary of War, and subject to the supervision of the Chief of Staff in all matters pertaining to the command, discipline, or administration of the existing military establishment, with the duty of recording, authenticating, and communicating to troops and individuals in the military service all orders, instructions, and regulations issued by the Secretary of War through the Chief of Staff; of preparing and distributing commissions; of compiling and issuing the Army Register and the Army List and Directory; of consolidating the general returns of the Army; of arranging and preserving the reports of officers detailed to visit encampments of militia; of preparing the annual returns of the militia required by law to be submitted to Congress; of managing the recruiting service, and of recording and issuing orders from the War Department remitting or mitigating sentences of general prisoners who have been discharged from the military service.

The Military Secretary is vested by law with the charge, under the Secretary of

War, "of the military and hospital records of the volunteer armies and the pension and other business of the War Department connected therewith;" and of the publication and distribution of the Official Records of the War of the Rebellion. He also has charge of the historical records and business of the permanent military establishment, including all pension, pay, bounty, and other business pertaining to or based upon the military or medical histories of former officers or enlisted men.

The archives of the Military Secretary's Office include: All military records of the Revolutionary war; the records of all organizations, officers, and enlisted men that have been in the military service of the United States since the Revolutionary war; the records of the movements and operations of troops; the medical and hospital records of the Army; all reports of physical examination of recruits and all identification cards; the records of the Provost-Marshal-General's Bureau; the records of the Bureau of Refugees, Freedmen, and Abandoned Lands; the Confederate records, including those pertaining to the legislative, executive, and judicial branches of the Confederate government.

Upon the muster-out or discharge of volunteers or militia from the service of the United States all the records that pertain to them, and that have not already been filed in the Military Secretary's Office, will be transferred to and filed in that office.

The Military Secretary takes such steps as are necessary to complete or correct the records in his custody, and answers all calls or inquiries that are answerable from those records and that do not require administrative action by other bureaus of the War Department.

ARTICLE LXI.

Military Correspondence.

778. An official letter should refer to one subject only. Letters of transmittal will be used only when necessary, and when used must refer only to the matter transmitted; none are required with rolls, returns, estimates, requisitions, or periodical reports. Telegrams will be followed by official copies sent by first mail.

779. A half sheet of letter paper will be used for a communication requiring but a single page. When more than one page is required additional sheets may be used, numbered consecutively. Official communications will be written only upon one side of the paper used.

780. Letter paper will be folded in three and foolscap in four equal folds parallel with the writing. The inner or left edge of the sheet is the top when folded; the left fold of the outer page is the first fold. The first fold will be used exclusively for a brief analysis of the contents of the communication, the office marks, and note of inclosures. A letter will be properly briefed at the first office at which it is received and entered.

781. The post-office address of an officer's station will be given in his official letters. Indefinite expressions of locality, which do not indicate where the letter was written, will not be used.

782. Indorsements commence at the top of the second fold, and are numbered serially in order of dates on the successive folds, leaving room after each for office marks. Additional space for indorsements will be provided by pasting slips of paper on the under side of the last fold (right edge of original paper), each slip, when attached, to have the same length and width as the original fold, and to turn back upon the last fold like the leaf of a book. The first fold, on which the brief is made, is always outside. Printed labels, by way of indorsement, will not be pasted on official papers. In no case will a loose wrapper be placed around an official paper, except as a mere covering.

783. All inclosures will be numbered, and will be given the proper office marks. Inclosures to the original communication are noted on the face of the letter to the left of the signature. If others are added when an indorsement is made, their

number will be noted at the foot of the indorsement to which they pertain and also on the first fold of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus, "One inclosure—fifth indorsement." Inclosures to indorsements are numbered in the same series as those to the original paper, and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "inclosures." Officers through whose hands official papers pass will make the inclosures and slips secure when they are not so. (Models illustrating the system are furnished from the Military Secretary's Office.)

784. Official communications will be signed or authenticated with the pen and not by facsimiles. Signatures will be plainly and legibly written, with the rank and regiment or corps of the writer annexed; if by order, stating by whose order. By virtue of the commission and assignment to duty, the adjutant-general or adjutant of any command transacts the business or correspondence of that command over his own signature; but when orders or instructions of any kind are given, the authority by which he gives the order must be stated. In the absence of a commanding general, his chief of staff, or if there be none, his adjutant-general, in signing the communications to be forwarded to higher authority, will add to his signature the words, "In the absence of the ——— commander."

785. An officer will not be designated in orders nor addressed in official communications by any other title than that of his actual rank.

786. Private correspondence from persons in the military service which they may desire to have forwarded through the dispatch agents of the United States will be addressed, under cover, to the War Department.

787. Official communications from the Army at large, intended for the War Department, will be in writing and addressed to The Military Secretary, who, in person or in writing, will submit to the Chief of Staff all business pertaining to Army administration intended for the Secretary of War and all business coming clearly within the scope and purview of the duties imposed by law upon the General Staff Corps and the Chief of Staff, to be acted upon by him in conformity to the regulations duly prescribed for that purpose by the President or the Secretary of War.

Correspondence of the War Department with the Army will be through or by The Military Secretary.

788. Communications, whether from a subordinate to a superior or vice versa, will pass through intermediate commanders. This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge, and over which they are not expected to exercise control. Verbal communications will be governed by the same rules as to channels as written communications. Where necessity requires communications to be sent through other than the prescribed channel, the necessity therefor will be stated.

Communications from superiors to subordinates will be answered through the same channel as received.

789. Official correspondence between the heads of the different departments of the staff of any command and its commander will pass through the adjutant-general or adjutant of the command. Communications to or from a commander and his subordinates will pass through the same channel. Communications, however, between a disbursing officer and the chief of the bureau in which he is serving, which do not involve questions of administrative responsibility within the supervision of commanding officers, nor affect the official interests of individuals, but which relate exclusively to the routine of business in his department, will pass direct.

790. Except as provided in paragraph 788, all communications, reports, and estimates from officers serving at a military post, and communications of every nature addressed to them relating to affairs of the post, will pass through the post commander.

791. Officers who forward communications will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded to the War Department by a department commander or other superior officer for the action of the Secretary of War without some recommendation or expression of opinion.

792. A commander or chief of bureau may communicate with those under his command or direction through a staff or other suitable officer. With all others he will himself make the communication.

793. Unless otherwise expressly authorized by statute, an application for the official opinion of the Judge-Advocate-General or of an officer of any executive department of the Government other than the War Department will be addressed to The Military Secretary of the Army. Abstract questions will not be presented.

794. Unimportant and trivial communications need not be forwarded to The Military Secretary of the Army simply because addressed to him. Division and department commanders should decide whether a communication is of sufficient importance to be forwarded.

795. In official correspondence between officers or between officers and officials of other branches of the public service, and especially in matters involving questions of jurisdiction, conflict of authority, or dispute, officers of the Army are reminded that their correspondence should be courteous in tone and free from any expression partaking of a personal nature or calculated to give offense. Whenever questions of such character shall arise between officers and officials of other branches of the public service and it is found that they can not be reconciled by an interchange of courteous correspondence, the officer of the Army, as the representative of the interests of the War Department in the matter involved, will make a full presentation of the case to the Secretary of War, through the proper military channels, in order that the same may be properly considered.

ARTICLE LXII.

Orders.

796. The orders of commanders of armies, corps, divisions, brigades, regiments, battalions not organized into regiments, posts, territorial divisions, departments, and districts are denominated "general (or special) orders" of such army, corps, etc., according to character. General and special orders are numbered in separate series, each beginning with the calendar year or at the time of the establishment of the headquarters. Orders issued by commanders of battalions, forming parts of regiments, companies, or small detachments are simply denominated "orders," and are numbered in a single series, beginning with the year. Circulars issued from any headquarters are numbered in a separate series.

797. General orders publish matters of importance to the whole command which are of permanent interest or are to be constantly observed, such as hours for roll calls and duties, police regulations and prohibitions, laws and regulations for the Army, eulogies or censures, and the results of trial by courts-martial in all cases of officers or of enlisted men involving matters of general interest or importance.

798. Special orders are such as concern individuals or relate to matters that need not be made known to the whole command.

799. General orders and all important special orders must be read and approved, before issue, by the officer whose orders they are.

800. An order will state the source from which it emanates, its number, date, place of issue, and the authority under which issued. It may be put in the form of a letter addressed to the individual concerned through the proper channel.

801. Orders for any body of troops will ordinarily be addressed to its commanding officer, the address naming the office and not the individual. They will be executed by the commander present, who will publish them and distribute copies when necessary.

802. Orders eulogizing the conduct of living officers will not be issued except in cases of gallantry in action or performance of especially hazardous service.

803. In the field, verbal and important written orders are carried by officers. Dispatches for distant corps should be intrusted only to officers to whom their contents may be confided.

804. Mounted enlisted men will be employed to carry important dispatches only in special and urgent cases. The precise hours of departure and the rates at which they are to be conveyed will be written clearly on the covers of all dispatches transmitted by mounted orderlies.

805. Orders to an officer involving travel on duty, as for the inspection or payment of troops, etc., will designate the troops and posts to be visited and the order in which he will visit them.

806. Orders and instructions will be transmitted through intermediate commanders, in order of rank, except when they are of such character that the commanders have no power to modify or suspend them. In such cases the orders or instructions will be sent direct to the officer by whom they are to be executed, copies being furnished to the intermediate commanders.

807. Printed orders are generally distributed direct to posts by the headquarters from which issued. Files of such orders will be kept by each regiment and company, and at each military post, and will be turned over by a commander, when relieved, to his successor. If general orders in regular succession are not received within a reasonable time, commanding officers will report missing numbers to the proper headquarters.

808. In the distribution of general orders and circulars from the office of The Military Secretary of the Army, division and department commanders are furnished such number of copies as they may deem necessary to supply all the officers on duty at their headquarters and a surplus number to meet special demands.

Commanding officers of posts are furnished one copy of each general order or circular for personal file, one for post file, four for each troop of cavalry, company of infantry, and coast artillery, five for each battery of field artillery (one for the personal file of each officer and the other for the company file), and fifteen copies for regimental field officers and the post staff.

Commanding officers of regiments serving at military posts are furnished five copies for the regimental files in addition to the number furnished them as post commanders. When a regiment is serving in the field seventy copies are furnished regimental headquarters, one copy each for battalion commanders and battalion adjutants, four copies for companies, and remaining number for colonel, staff, and surplus.

Officers of the staff departments not serving with troops are furnished copies through the chiefs of their respective departments.

Special Orders.—Such number of full copies of special orders are furnished to the headquarters of each division and department as may be necessary for the offices of the commanding general and staff officers.

Extracts of special orders are furnished to all concerned only, either direct or through the immediate commander.

809. In camp or garrison, orders that affect a command will, as a rule, be read to the troops at the first regular parade after they are received. In the field, when orderly hours can not be observed, they will be sent direct to the troops, or commanders of regiments or corps will be informed when to send to headquarters for them, or during a halt orders will be read to troops, without waiting for the regular parades.

810. Commanding generals of territorial divisions and departments will forward to The Military Secretary of the Army, as soon as issued from their headquarters, such number of copies of general orders and circulars and special orders, with indexes

thereto, and rosters of troops as may be directed from time to time by the War Department.

Commanding officers of military districts and of separate brigades will forward to The Military Secretary of the Army two copies of all orders and circulars as soon as issued from their headquarters.

811. The date of any appointment, detail, or removal affecting the pay of staff officers or acting staff officers will be immediately reported by the officer making the same to The Military Secretary of the Army and to the paymaster of the department or command to which such officers belong.

ARTICLE LXIII.

Muster Rolls.

812. At every muster of troops pay rolls will be prepared, signed, and disposed of in accordance with the directions on the blank forms furnished by the Paymaster-General of the Army, and at each bimonthly muster on the last day of February, April, June, August, October, and December muster rolls will be prepared, signed, and disposed of in accordance with the directions on the blank forms furnished by The Military Secretary of the Army.

There will be reported on the field staff and band roll the regimental field officers, the chaplain, regimental and battalion staff (commissioned and noncommissioned), and band; on the post artillery corps rolls, the noncommissioned staff (artillery corps bands on separate rolls); on the company rolls, the officers and enlisted men belonging to the company; on the hospital rolls, the medical officers, the hospital corps, and the authorized matrons; on the post noncommissioned staff rolls, the post noncommissioned staff. The last-named rolls will be prepared and signed by the adjutant, who will also keep the accounts and prepare the final statements of the men borne thereon.

813. A soldier on duty or in hospital at a post or station where his company is not mustered will be mustered on a detachment roll, a separate roll being prepared for each regiment or corps.

814. Companies will be designated on the rolls by letters or numbers, and regiments or corps.

815. Corrections on muster and pay rolls, after muster and before they have been forwarded, will not be made except with the approval of the mustering officer. Retained rolls will not be changed without authority from the War Department. Calculations on the pay roll are made by the paymaster and copied on the retained roll by the company or detachment commander, who will certify that he witnessed the payment, and will enter thereon the name of the paymaster.

ARTICLE LXIV.

Returns of Troops; Records.

816. Commanders of territorial divisions will make to The Military Secretary of the Army monthly returns of officers and men under their immediate command and not subject to control of department commanders.

817. Commanders of territorial departments, posts, army corps, tactical divisions, brigades, regiments, companies, and detachments will make monthly returns of their respective commands on forms furnished by The Military Secretary of the Army and in accordance with directions printed thereon. Chiefs of staff corps and departments will make similar monthly returns of their corps and departments.

818. In addition to the monthly returns required by paragraph 817, commanding officers of regiments, companies, and detachments will make similar returns of their commands to The Military Secretary of the Army and to their immediate command-

ing officer whenever they leave or join a station, or when they sail from a port of embarkation or arrive at a port of destination.

The commanding officer of troops on a transport will, before sailing and on reaching port of destination, make a special return to the department commander and to The Military Secretary of the Army of all casuals and unattached officers and enlisted men, passengers on the ship.

819. When a field officer is serving with detached companies of his regiment or corps the commanders thereof will forward their returns through him.

820. Whenever the strength of a separate command is temporarily or permanently increased or diminished by the moving of any organization, the commanding officer will immediately inform the next higher commander, designating the organization moved, number and names of officers, and strength in men, animals, and arms.

BATTLE REPORTS, RETURNS OF EFFECTIVES, CASUALTIES, ETC.

821. In campaign two columns will be added to the monthly return in the space reserved for remarks, in which shall be entered the effective strength of the organization. In determining such strength only those who are available for service in the line of battle will be included. Officers or enlisted men who are sick or disabled, on duty in any of the staff or supply departments, or for any cause not available in line of battle will be excluded.

822. After every battle or engagement with the enemy, written reports thereof will be made by commanders of regiments, separate battalions or squadrons, companies or detachments, and by all commanders of a higher grade, each in what concerns his own command, which reports will be forwarded, through the proper channel, to The Military Secretary of the Army. It shall be the especial duty of all General Staff officers attached to commands in the field to keep careful journals of the operations, from which they will compile reports of said operations for their immediate commanders.

823. Whenever upon marches, guards, or in quarters different corps of the Army happen to join or do duty together, and an officer of the Marine Corps or the militia shall command the whole, such officer shall report his action and the operations of the force under his command, through military channels, to the Secretary of War, as well as to his superiors in his own branch of the service.

824. As soon as possible after every action, the surgeon on duty with a regiment or detachment participating will forward, through military channels, to the chief surgeon, a list in duplicate of wounded. The chief surgeon will immediately forward one copy to the Surgeon-General and retain the other to accompany his report to the commanding general.

825. After any action or affair resulting in casualties, a return in triplicate of killed, wounded, and missing will be made, containing the name, rank, and regiment of each person, with such remarks and explanations as may be necessary to a full understanding of any claims of the wounded soldiers or of representatives of the deceased. The nature of the wound, the time when and place where received, the company, regiment, or corps to which the person belongs, and the name of his captain, colonel, or other commanding officer will be carefully entered. One copy of this return will be retained, one forwarded direct, and the third through military channels to The Military Secretary of the Army.

826. A return of all captured property will be rendered to The Military Secretary of the Army, through intermediate channels, by the immediate commander of the troops making the capture.

RECORDS.

827. All military records must be carefully preserved.

828. All public records and papers, such as letters and telegrams received, books of general and special orders and circulars, books of letters received and sent, guard

reports, morning reports, descriptive and clothing books, sick reports, etc., are the property of the United States, and will be required by the War Department in the settlement of claims against the Government, and for other official purposes. Whenever posts, districts, territorial divisions, departments, corps, divisions, brigades, regiments, and companies are discontinued all such records will be carefully labeled, packed and marked, showing the command to which they pertain, and forwarded to The Military Secretary of the Army. Records of discontinued depots of the staff departments will be forwarded direct to the chief of the staff department to which they pertain.

829. The use of colored inks, except as carmine or red ink is used in annotation and ruling, is prohibited in the records and correspondence of the Army.

830. Sections 5403 and 5408, Revised Statutes, prescribe penalties for the fraudulent or wrongful destruction, withdrawal, or removal from any public office of any public record, paper, or document therein deposited.

831. No information will be furnished by any person in the military service which can be made the basis of a claim against the Government, except it be given as the regulations prescribe to the proper officers of the War, Treasury, or Interior Departments, or the Department of Justice. Information concerning sick and wounded officers and enlisted men may be freely conveyed to allay the anxiety of friends. The fact of death may be communicated to relatives, but not circumstances connected therewith which could be made use of in prosecuting claims against the Government. If any person in the military service has knowledge of facts pertaining to the service of an individual who is an applicant for a pension he may, upon request, if not pecuniarily interested, furnish a certificate or affidavit setting forth his knowledge; but record evidence will be furnished by the War Department only.

ARTICLE LXV.

Personal and Efficiency Reports.

832. When any officer arrives at Washington, D. C., or at the headquarters of a territorial division or department, he will report at the office of The Military Secretary or Adjutant-General, and will there record his name, residence in the city, and the authority by which he is absent from his station.

833. All general officers not reported on division, department, or other returns will make a monthly report to The Military Secretary of the Army of their station, duties, etc., and the names of all aids-de-camp attached to their staffs.

834. All officers absent from their regiments, corps, or commands will at the end of each month make report by letter to The Military Secretary of the Army and to the headquarters of their regiment, corps, or command, giving their address; if on duty, the date of commencement of same, nature thereof and by what authority, and if not on duty, date of commencement of and authority for absence; and any officer so absent who may incur any sickness or injury will include in his report for the month in which it occurred a statement of the fact, giving the nature and cause of such sickness or injury.

835. An officer detached from his regiment or corps for duty will immediately report to The Military Secretary of the Army and to his regimental commander or the chief of his corps the time of departure from former station, of arrival at new station with a reference to the authority for the change, and his post-office address. As soon as practicable he will in like manner report the nature of his duties.

836. An officer of a staff corps or department, or an officer serving therein by detail, will report to the head of the corps or department on the last day of every month, giving a statement of the duties on which he has been employed during the month. Every officer on the retired list will, unless specially exempted, report his address to The Military Secretary of the Army on the last day of every month and will also report promptly each change of address.

837. Regimental field officers not serving at the headquarters of their regiments will make monthly reports to their regimental commanders. These reports will embrace everything essential to a correct record of their services and of the services of the battalion staff and noncommissioned staff officers serving under them.

838. Efficiency reports will be made on June 30 of each year and forwarded to the Military Secretary of the Army, through intermediate commanders, who will indorse thereon such remarks as may be proper in each case:

1. By the commanding officer of each territorial division or department respecting each officer of his staff, and by each department commander respecting each post commander not reported on by a subordinate commander.

2. By the chief of each staff department or corps and each staff bureau respecting each officer of his department, corps, or bureau not otherwise reported on.

3. By the head of each staff department or corps at the headquarters of a territorial division or department respecting each officer attached to his office or serving under his immediate direction.

4. By each officer of the Corps of Engineers serving as division engineer respecting each officer in charge of an engineering district within his division; and by each district officer respecting each officer on duty under his orders.

5. By each artillery district commander respecting each post commander in his district who is an officer of the Artillery Corps, and each artillery district staff officer.

6. By each post commander respecting every officer of his command not otherwise reported on.

7. By each company commander respecting each subaltern officer on duty with the company.

8. By the regimental commander respecting each field and staff officer and each company commander of the regiment serving at regimental headquarters.

9. By the superintendent of the Military Academy and the commandant of each service school respecting each officer serving under them, except that at the School of Application for Cavalry and Field Artillery officers on duty at the cavalry and artillery subposts will be reported on by subpost commanders.

10. By each commanding officer of an arsenal, armory, or depot respecting each officer on duty thereat.

11. By each recruiting officer on duty at regular recruiting stations respecting each officer serving under his supervision.

12. By the commanding general, Division of the Philippines, respecting officers on duty with the various branches of the civil government in the Philippine Islands.

839. Each officer who makes the annual inspection of the military department of any civil institution of learning will, immediately after the inspection, forward to The Military Secretary of the Army an efficiency report respecting each Army officer on duty at the institution.

840. The Inspector-General will forward to the Secretary of War extracts of all inspection reports containing specially favorable or unfavorable mention of any officer. Extracts respecting officers of the line and chaplains will be sent through The Military Secretary of the Army, and those respecting officers of the staff corps or departments through the respective chiefs of bureaus. Copies of unfavorable reports will be sent by chiefs of bureaus to officers reported upon, for their remarks, and these, when received, will be filed with the original extracts.

841. In preparing efficiency reports, reporting officers will exercise the greatest care to set forth all facts concerning each officer and his record which may aid the Department in forming a true estimate of standing, ability, and special fitness for any military duties.

842. Chiefs of staff corps and departments will note the correctness of the reports received and will add any data known to them which will contribute to the com-

pleteness of the record in each case. All efficiency reports will be transmitted to the Secretary of War as soon as practicable after their receipt, verification, and completion.

ARTICLE LXVI.

Penalty Envelopes.

843. Official communications, and other mailable matter relating exclusively to the public business, will be transmitted through the mails free of postage, if covered by the "Penalty envelope." Where an officer writes to a private party on official business he may inclose with his letter an official penalty envelope, properly addressed to himself, to cover the reply.

844. Information which is intended to be used in the performance of official duty only is official information, while that which is intended to be used for the furtherance of private interest, ends, or business in any way whatever, though called for by a public officer, is private information. The official envelope may be used to give or obtain the former, but not the latter.

845. Envelopes for official mail matter for the War Department will have "War Department," the designation of bureau or office, and "Official Business," printed in three or four lines, as may be required, in the upper left corner, and in the upper right corner the following: "Penalty for private use, $300." Envelopes for the use of the headquarters of a territorial division or department, for a post, station, armory, arsenal, depot, or school of instruction, will be of the same form, with the proper substitution for the designation of the bureau or office, and with the address when necessary. Envelopes required for the transmission of printed matter may also have printed thereon "Printed matter." Other printing or ruling on such envelopes at public expense is prohibited unless printed at the Government Printing office. For the official business of officers not embraced in the foregoing classes, and officers on the retired list, the heading "War Department," "Official Business," will be placed across the left end of the envelope, with the officer's official signature written immediately below it, and with the penalty clause in the upper right corner.

846. Packages of public property weighing not more than four pounds may be sent through the mails under cover of the penalty envelope. Penalty envelopes with return address may be furnished to any person from whom official information is desired, or for the return of official vouchers, but will not be furnished to merchants or other dealers to cover the transmission of public property.

847. The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden.

848. The penalty envelope will not be used for foreign correspondence.

ARTICLE LXVII.

The Recruiting Service.

849. Recruiting for the Army will be conducted by—

1. An officer of each regiment, post or detachment, detailed by the commanding officer thereof to enlist for the regiment, post or detachment, or, when authorized by the department commander, for any troops in the department, or, when authorized by the War Department, for any organization in the Army.

2. An officer detached from any organization by its commander, with the approval of the War Department, to make enlistments for that organization and, when authorized by the War Deparment, for any organization in the Army.

3. Officers detailed on recruiting service by the War Department. The regular details will be ordinarily for two years.

DEPOTS AND STATIONS.

850. Recruiting stations are the places where recruits are enlisted. Recruit depots are the designated posts at which general service recruits are collected for distribution.

851. Recruits at each depot will constitute a recruit detachment to be instructed by officers and noncommissioned officers of the garrison detailed by the commanding officer or by others detailed for this purpose. The immediate command of the detachment will be vested in the senior officer on duty with it. In all matters of police and discipline these recruits are under the command of the post and department commanders, but in all other matters, including discharges for disability, they are directly under the orders of the War Department. Each officer in command of a recruit detachment will forward, through the post commander, direct to The Military Secretary of the Army, trimonthly reports of the strength of the detachment.

852. The recruiting officer in charge of each city station of the recruiting service, having first satisfied himself of the soldiers' fitness for the positions, will announce in orders from his station, and muster from the date of such announcement, one member of his recruiting party as sergeant and one as corporal "of the arm of the service to which they respectively belong." Such orders will be entered in the records of the recruiting station and a copy of each order will be forwarded to the Military Secretary's Office (Recruiting Division); a copy will also be furnished to each soldier concerned.

853. Members of recruiting parties will be regarded as belonging to the arm of the service for which they last enlisted or from which they were transferred to the general recruiting service. Any member of a party who may have been enlisted for the general service without choice or designation of a particular arm of the service will be mustered as an infantry soldier if enlisted for the foot service or as a cavalry soldier if enlisted for the mounted service.

854. Members of recruiting parties announced and mustered as sergeants or corporals will not be reduced while performing such duty without the approval of The Military Secretary of the Army. Their appointments as sergeants or corporals will, however, terminate whenever they are relieved from recruiting duty, or when the stations at which they are serving are discontinued, unless they shall be assigned to other recruiting stations at which there are vacancies in their respective grades. The recruiting officer will in every case announce in orders the date of the termination of an appointment as sergeant or corporal and furnish copies of each order, as indicated in paragraph 852.

855. All transfers of enlisted men to the recruiting service for duty on recruiting parties will be as privates, the question of their promotion as sergeants or corporals being for determination after their fitness and capacity shall have been demonstrated. Individual applications for such transfers will be forwarded, whenever practicable, through the proper commanding officers, who will indorse thereon their recommendations, based upon service and merit, and also a statement of the soldier's fitness for recruiting duty, especially as regards clerical ability and knowledge of army papers. The transfers will be made from time to time, as the interests of the service require, in orders from the War Department.

ENLISTMENTS.

856. Any male citizen of the United States or person who has legally declared his intention to become a citizen, if above the age of twenty-one and under the age of thirty-five years, able-bodied, free from disease, of good character and temperate habits, may be enlisted under the restrictions contained in this article. In regard to age or citizenship this regulation shall not apply to soldiers who have served honestly and faithfully a previous enlistment in the Army.

857. Applicants for original enlistment and men who apply to reenter the Army after an interval of more than three months from date of discharge will be required

to furnish evidence of good character. To determine an applicant's fitness and aptitude for the service and to give him an opportunity to secure testimonials of character, he may, after having signed the declaration of intention to enlist and passed the required examination, be retained and provided for not to exceed six days. Men so retained will be known as "recruits on probation." The enlistment paper of any such recruit who may be unfit or undesirable for the service, or who may not desire to remain in the service, will not be completed. The enlistment papers of recruits who are accepted and duly sworn will bear the date on which the enlistment is completed by administering the oath.

858. The enlistment of persons of any of the following classes is prohibited: Former soldiers whose service during last term of enlistment was not honest and faithful, insane or intoxicated persons, deserters from the military or naval service of the United States, persons who have been convicted of felony or who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary; also for original enlistment, persons under eighteen or over thirty-five years of age, and for first enlistment in time of peace any person (except an Indian) who is not a citizen of the United States or Porto Rico, or who has not made legal declaration of his intention to become a citizen of the United States, or who can not speak, read, and write the English language.

859. Recruiting officers will be very particular to ascertain the true age of the recruit. If any doubt exist as to the applicant's statement regarding his age, his oath will not be taken as conclusive evidence of the fact, and if he can not furnish competent proof to support his statement he will be rejected. Minors between the ages of eighteen and twenty-one years may be enlisted with the written consent of father, only surviving parent, or legally appointed guardian. When a minor presents himself for enlistment under the provisions of this paragraph, his parents or guardian, should he have any, will be found and informed of the application; should he be without parents or guardian, the recruiting officer must reject him unless the applicant shall procure the legal appointment of a guardian and obtain his written consent.

860. Recruiting officers will be held to a rigid accountability for the enlistment of men who may be found unfitted for the service. If a recruit, after having been enlisted, be rejected, or discharged as a minor, and it appear that the enlistment was carelessly made or in violation of these regulations, the expenses incurred in consequence of the enlistment may be stopped against the pay of the officer responsible.

861. The enlistment or reenlistment of married men for the line of the Army is to be discouraged, and will be permitted only for some good reason in the public interest, the efficiency of the service to be the first consideration. Applications for such enlistments or reenlistments will be finally determined by the regimental commander, or other proper commanding officer if there be no regimental organization.

862. After the nature of the service and terms of enlistment have been fully explained to the applicant, and before the enlistment blanks are filled, the officer will read to him and offer for his signature the following declaration which will be contained in the enlistment paper:

I, ——— ———, desiring to enlist in the Army of the United States for the term of three years, do declare that I have neither wife nor child; that I am of the legal age to enlist, and believe myself to be physically qualified to perform the duties of an able-bodied soldier; and I do further declare that I am of good habits and character in all respects and have never been discharged from the United States service (Army or Navy) or any other service on account of disability or through sentence of either a civil or military court, nor discharged from any service, civil or military, except with good character, and for the reasons given by me to the recruiting officer prior to this enlistment. [Here add, in case of an applicant for first enlistment: And that I am, or have made legal declaration of my intention to become, a citizen of the United States.]

Given at ———, this —— day of ———, 190—.

——— ———

Witness:

——— ———.

——— ———.

If the applicant be a minor, his parents or guardian must give consent in writing in the following terms:

I, ——— ———, do certify that I am the (father, only surviving parent, or guardian, as the case may be) of ——— ———; that the said ——— ——— is —— years of age; and I do hereby freely give my consent to his enlisting as a soldier in the Army of the United States for the period of three years

Given at ———, this —— day of ———, 190—.

———— ————.

Witness:

———— ————.

This consent will appear on the enlistment paper and will follow the foregoing declaration.

863. Recruiting officers will not allow any man to be enticed into the service by false representations, but will, in person, explain to every man before he signs the enlistment paper the nature of the service, the length of the term, the amount of pay, clothing, rations, and other allowances to which a soldier is entitled by law.

864. As soon as practicable, and within six days after he has been accepted on probation, the following form of enlistment will be signed by and oath administered to the recruit:

STATE OF ———, *county of* ———, *ss:*

I, ——— ———, born in ———, in the State of ———, aged —— years and —— months, and by occupation a ———, do hereby acknowledge to have voluntarily enlisted (or reenlisted) this —— day of ———, 190—, as a soldier in the Army of the United States of America, for the period of three years, unless sooner discharged by proper authority; and do also agree to accept from the United States such bounty, pay, rations, and clothing as are or may be established by law. And I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

———— ————. [SEAL.]

Subscribed and duly sworn to before me this —— day of ———, A. D. 190—.

———— ————,

————,

Recruiting Officer.

This oath may be administered by any commissioned officer of the Army.

865. Such of the Articles of War as relate specially to the duties and rights of enlisted men and the penalties for military crimes will be plainly read and, so far as necessary, explained to each recruit just before administering to him the oath of enlistment. Within six days thereafter the Articles of War will be read to the recruit.

866. Enlistment papers and recruiting returns will be made on printed forms furnished by The Military Secretary of the Army, and will be executed and disposed of in accordance with directions thereon.

867. The real name of the recruit will be ascertained, correctly spelled, and written in the same way wherever it occurs, and the Christian name will not be abbreviated.

868. Enlistments will not be antedated so as to allow the soldier additional pay for reenlistment who applies after the period of three months from date of discharge has expired, nor does an application for reenlistment, made within three months, entitle the soldier to such increase. The benefit provided in section 1284, Revised Statutes, can be obtained only by actual reenlistment before the expiration of the three months' limit prescribed in said section, as amended by the act of August 1, 1894 (28 Statutes at Large, 216).

869. An officer who enlists or reenlists a man who has been discharged from the Army will immediately give notice of the fact to the commanding officer of the company from which the man was last discharged, stating, if practicable, designation of the organization to which he has been assigned. On receiving this notice the commander of the company from which the man was discharged will enter the fact of enlistment or reenlistment on the soldier's record. Should it appear that deception

has been practiced he will report the case to The Military Secretary of the Army. The recruiting officer will enter the fact of enlistment or reenlistment, with date and place upon the certificate of discharge from former enlistment, which the soldier should have in his possession.

870. Application to reenter the Army from persons of any of the following classes will not be granted without special authority from The Military Secretary of the Army:

1. Former soldiers who have been discharged before expiration of term of service, excepting those discharged by purchase or for the convenience of the Government.

2. Former soldiers who have been discharged with character other than good, or its full equivalent.

3. Former soldiers over forty years of age who were last discharged as privates and have failed to reenlist within three months thereafter. In such cases the applications must show that the enlistments will be for the interest of the service.

4. Former soldiers who can not pass the required examination in all respects. Applications of this nature should show that any existing defects will not prevent the performance by the applicant of full military duty.

871. An applicant will be subjected to the required examination before application is made for special authority for his enlistment or reenlistment. The result of the examination will be stated in the application. Commanding officers forwarding applications from men of their commands for permission to reenlist for some other organization will report in each case whether the applicant is married or single, what character will be given him on discharge, and whether or not he can pass the required examination.

872. Enlisted men of good character and faithful service who, at the expiration of their terms, are undergoing treatment for injuries incurred or disease contracted in the line of duty, may be reenlisted if they so elect, and if the disability prove to be permanent they will subsequently be discharged on certificates of disability. An enlisted man not under treatment, but who has contracted in the line of duty infirmities that may raise a question of physical eligibility to reenlistment, but not such as to prevent his performing the duties of a soldier, may be reenlisted by authority of the War Department on application made through the surgeon and proper military channel in time to receive a decision before the date of discharge.

MEDICAL EXAMINATION.

873. The physical examination of recruits will be conducted in accordance with the authorized manual for the examination of recruits. The enlistment paper of each recruit must show what indelible or permanent marks were found on his person.

874. In the absence of a commissioned medical officer or contract surgeon recruiting officers will, whenever practicable, employ a civilian physician to make the physical examination preceding enlistment (see paragraph 1509). A recruiting officer who employs a civilian physician in the manner indicated (in the absence of a commissioned medical officer or contract surgeon) is authorized to take the physician with him to examine recruits when ordered from place to place to make enlistments, and will call upon the proper officer of the Quartermaster's Department to provide the necessary transportation for the civilian physician. At recruiting stations where a large number of recruits are to be examined application will be made to the Surgeon-General for authority to employ a physician by the month under contract. When a recruiting officer who has employed a physician by the month under contract under proper authority is ordered from place to place to make enlistments, he will give the physician proper written orders in advance to accompany him for the purpose of examining recruits, naming the places to be visited, and stating in the order that the travel enjoined is necessary for the public service. When there is no medical examiner at the station the recruiting officer will

make the required examination. When recruits are examined by a civilian physician the recruiting officer will, if at the station, be present at the examination, but if the recruiting officer is absent the senior noncommissioned officer of the recruiting party will be present at such examination.

875. An applicant enlisted at a place where there is no surgeon will be reexamined within two weeks after enlistment, and before any clothing is issued to him, by a medical officer or contract surgeon, or in the absence of such officer by the civilian physician employed by the Medical Department.

876. Every accepted (sworn) recruit will be vaccinated at the recruiting station by the examining surgeon (see par. 1509). Vaccine virus is supplied by the Surgeon-General. As soon as the recruit joins any depot, regiment, or post he will be examined by the surgeon to ascertain whether vaccination is required. In all cases where there is not unmistakable evidence of successful vaccination within a reasonable period the operation will be performed immediately.

877. A critical inspection by the senior medical officer present will be made of every recruit received at a depot within two days after his arrival, if he has not already undergone examination by a medical officer, contract surgeon, or civilian physician. Should the recruit be found unfit for service or to have been illegally enlisted, a board of officers will be called by the post commander to examine into the case, and if the board recommends the discharge of the recruit for physical disability it will fully report its reasons, based upon a thorough investigation of the case, and will show in its report whether the enlistment involved fraud, whether the disability existed prior to enlistment, when, where, and by whom the enlistment was made, and whether, in its opinion, the disqualification might have been discovered by the recruiting officer (with whom the board will communicate, and who will be given opportunity to be heard in the case) had due care been exercised. This report, together with the surgeon's certificate of disability and the original form for examining a recruit, will be forwarded by the post commander direct to The Military Secretary of the Army.

878. Every detachment of recruits ordered from a recruit depot to any organization or post will, immediately preceding its departure, be critically inspected by the post commander and the senior medical officer present, and any sick or otherwise disabled will be held at depot. A recruit deemed unfit for continuance in the service will not be sent to a regiment, but a board of officers will be convened to consider the case and report as indicated in the preceding paragraph.

879. Before recruits are forwarded from a depot to organizations, the post commander will cause the character of each recruit to be entered upon the descriptive and assignment card; also the date and result of last vaccination. Officers in charge of detachments, if called upon, will exhibit the entries relative to vaccination to authorized inspectors of State boards of health.

880. Upon arrival at a post each recruit who has not undergone examination by a medical officer, contract surgeon, or civilian physician, will be examined, and defects will be recorded by the medical officer, with his opinion as to whether they existed prior to enlistment. A certificate of disability will be submitted if the recruit is disqualified for the service. If the certificate be submitted, the post commander will carefully scan the answers made by the recruit on the "Form for the physical examination of a recruit," and if his answers show that fraud was practiced to secure his enlistment the post commander will make full report of the facts to The Military Secretary of the Army, and forward therewith the certificate and the examination form.

881. A register of the medical examination of recruits will be kept at each recruiting station and depot. A report of the recruits examined during the preceding month will be forwarded, not later than the 6th day of every month, to the Surgeon-General, who will furnish blank forms for the purpose, as well as blank registers of medical

examination. When a register is filled it will be forwarded to the Surgeon-General. Cases of "recruits on probation" who have failed for any cause to complete their enlistment will be indicated by an appropriate entry in the column of remarks, both on the monthly reports to the Surgeon-General and in the register.

RECRUITS SENT TO ORGANIZATIONS.

882. Recruits will be assigned to regiments and other organizations by The Military Secretary of the Army, under the direction of the Secretary of War, from either recruiting stations or depots. Recruits designated for assignment will be borne on the rolls and returns of the stations or depots until the date of departure therefrom, when the assignment will take effect; prior to that date they will not be taken up on the rolls of companies, regiments, or other organizations.

883. When recruits are sent to any organization, a descriptive and assignment card for each will be given to the officer assigned to conduct them, or if no officer be so assigned the cards will be sent to the proper commanding officer by the first mail after the departure of the recruits.

884. When recruits are sent to organizations from depots or other posts, the descriptive and assignment cards will be made by the adjutant; when they go direct from a recruiting station not at a post, they will be made by the recruiting officer.

885. An officer intrusted with the command of recruits ordered to regiments or other organizations will, on arriving at destination, forward the following papers:

1. To The Military Secretary of the Army, a report of date of arrival at the post, the strength and condition of the party when turned over to the commanding officer, and all circumstances worthy of remark which occurred on the journey.

2. To the commanding officer of the post or organization, the descriptive and assignment cards furnished him at the rendezvous or station, properly completed by noting in the column for remarks time and place of death, desertion, or other casualty that may have occurred.

886. The descriptive and assignment card of every recruit sent to a regiment or other organization, with remarks showing final disposition of the recruit, and number of regiment and letter or number of company to which he has been assigned, will be forwarded to The Military Secretary of the Army by the officer who makes the assignment.

887. Soldiers enlisted by special authority for particular organizations will be sent to their proper stations without delay. An applicant will be subjected to the required examination before application is made for special authority for his enlistment.

ARTICLE LXVIII.

INSPECTOR-GENERAL'S DEPARTMENT.

GENERAL PROVISIONS.

888. The sphere of inquiry of the Inspector-General's Department includes every branch of military affairs except when specially limited in these regulations or in orders. Inspectors-general and acting inspectors-general will exercise a comprehensive and general observation within the command to which they may be respectively assigned over all that pertains to the efficiency of the Army, the condition and state of supplies of all kinds, of arms and equipments, of the expenditure of public property and moneys, and the condition of accounts of all disbursing officers of every branch of the service, of the conduct, discipline, and efficiency of officers and troops, and report with strict impartiality in regard to all irregularities that may be discovered. From time to time they will make such suggestions as may appear to them practicable for the correction of any defect that may come under their observation.

889. Inspectors-general or acting inspectors-general assigned to a military command are under the immediate direction of its commanding general; when not so assigned, they are under the orders of the War Department. They will make the general and such special inspections as the commanding general may direct within the limits of his command, and will each be allowed the necessary clerks and one messenger, who will be assigned by the Secretary of War.

890. Inspectors-general and acting inspectors-general will report by letter on arriving at their stations to the Inspector-General of the Army; they will furnish him copies of all orders and written instructions received for tours of inspections, and, on the last day of each month, will report to him, through military channels, their addresses and duties performed during the month.

At the close of each fiscal year the inspector-general of a military division will submit to the division commander a report covering the operations of the Inspector-General's Department within the division during the past year, together with such recommendations for the improvement of the service as he may deem fit, and will forward a copy thereof, through military channels, to the Inspector-General of the Army.

891. Inspectors-general or acting inspectors-general will make known their orders or instructions to commanding and other officers whose troops and affairs they are directed to inspect, and these officers will see that every facility and assistance, including clerical aid, if requested, is afforded. When making inspections within the territorial limits of the command of an officer subordinate to the officer ordering the inspections, they will, prior to the inspections, furnish to the subordinate commander a copy of their orders and an itinerary of their route in so far as they relate to the inspection of parts of his command.

892. An inspector-general or acting inspector-general will not give orders unless specially authorized to do so, and then only in the name of the superior giving such authority. He will report with strict impartiality all irregularities. He should refrain from informal conversation or comment upon subjects under investigation.

893. An inspector-general or acting inspector-general will exercise the greatest care that he does no injustice to organizations or individuals. When investigating accusations prejudicial to the character of an officer, he will make known to the officer their nature, and give him an opportunity to make his own statement in writing, which will be appended to the report. Copies or extracts from an inspection report reflecting upon or commending the character or efficiency of an officer may be furnished him by the commander to whom the report is submitted.

894. An inspector-general or acting inspector-general detailed to investigate alleged attempts to defraud the Government, or any irregularity or misconduct of any officer or agent of the United States, has authority to administer oaths to witnesses.

SPECIAL DUTIES.

895. Inspectors-general will, from time to time, designate the articles which, in their opinion, should be procured and kept for sale by the Subsistence Department, to officers and enlisted men while in garrison or permanent camps, and while in temporary camps or on active campaign. These recommendations will be submitted to the Secretary of War for his action.

STATED INSPECTIONS.

896. Special inspections and investigations within the limits of a command (territorial or tactical) may be made under orders of the commander thereof; but in all cases involving travel his selection of officers to perform such duty shall be restricted to inspectors-general, acting inspectors-general, or officers of the General Staff Corps on duty as such, at his headquarters under War Department assignment.

897. The annual inspection of the Soldiers' Home in the District of Columbia will be made by the Inspector-General of the Army, in person, as required by law; and that of the National Home for Disabled Volunteer Soldiers, its records, disbursements, management, discipline, and condition, will be made by an officer of the Inspector-General's Department under the provisions of the act of Congress approved August 18, 1894, who will report in writing, through the Inspector-General of the Army, to the Secretary of War, the results of such inspection.

898. All military commands, garrisoned posts, and camps shall be inspected at least once in each fiscal year by the inspector-general of the division or his assistants. Ungarrisoned posts will be inspected at such times as the division commander may direct, ordinarily once in two years, and all Army transports within three days of date of their departure from port.

899. All armories, arsenals, depots, general hospitals, general recruiting stations, the proving ground at Sandy Hook, N. J., and the military prisoners in the United States penitentiary at Fort Leavenworth, Kans., will be inspected annually and all national cemeteries once in two years. These inspections and the inspections of accounts of officers disbursing funds under the Secretary of War, and such special inspections of posts and commands as may be deemed advisable, will be directed by the Secretary of War to be made by officers recommended by the Inspector-General of the Army, with a view to their special fitness for the work enjoined.

900. Inspections of the military departments and business methods of the Military Academy and of the service schools will be made annually by the Inspector-General or officers recommended by him under specific instructions of the War Department.

901. The inspection of disbursements and money accounts of disbursing officers required by act of April 20, 1874, will be made by officers of the Inspector-General's Department or by others detailed for that purpose, and, as far as practicable, at irregular intervals, but no officer so detailed shall be in any way connected with the corps or staff department making the disbursement. The frequency of these inspections will be regulated by the Secretary of War.

902. Reports of prescribed inspections of troops, stations, and accounts of disbursing officers will be forwarded through military channels to The Military Secretary of the Army and transmitted to the Inspector-General of the Army. In case irregularities, deficiencies, or misconduct are reported, a commander in forwarding a report will state what remedies he has applied or will apply to correct them, adding any recommendations that he may desire to make. The Inspector-General will submit such reports to the Chief of Staff, calling his special attention to matters requiring correction.

903. The Inspector-General of the Army will keep the inspectors-general of the several military divisions informed through the proper channels of such inspections of accounts of disbursing officers and of places not under the immediate command of the division commander as the Chief of Staff desires shall be made by them. Division commanders in issuing orders for inspections involving travel will consider the most advantageous and economical plan.

METHODS OF INSPECTION.

904. Inspections of troops will be conducted as prescribed in the authorized drill regulations. When the command consists of more than one company the inspection will, if practicable, be preceded by a review.

905. The written reports of inspectors-general and acting inspectors-general will set forth a correct return of the troops, the number present at and absent from the station and the absentees from inspection, and whether irregularities, etc., reported at last inspection, have been remedied; after which will follow a statement of the results of the inspection, dealing only with defects, deficiencies, irregularities, recom-

mendations, and commendations whereof the various items will be paragraphed and stated separately. These items will be grouped under the department within whose sphere the responsibility for the conditions stated falls, viz: Commanding officer, Quartermaster's Department, Corps of Engineers, etc. Brief statement will be made of the various drills and exercises held for the inspector and the report concluded with an exposition of the conclusions arrived at as to the military efficiency, discipline, and instruction of the command.

906. Inspections of garrisons and posts will embrace the following subjects:

1. Officers present, those absent on detached duty or otherwise, and those permanently incapacitated for any duty from any cause; whether the number of enlisted men in ranks at inspection corresponds to returns, how absentees are accounted for, and how many appear under arms at inspection; the number of men in the band, and if any are not musicians.

2. Whether the post is adequately armed and supplied, and maps of the post and of the country in its vicinity kept.

3. Whether the commanding officer observes the system of instruction and treatment of subordinates enjoined by the regulations, and properly executes the laws relating to neutrality, quarantine, and the regulations concerning international courtesy, so far as applicable to his post; whether justice is promptly and legally administered; the zeal of the commanding officer and his ability to perform his duties.

4. Whether officers are efficient, reporting any intemperance or immorality, and mentioning any officer or soldier who has distinguished himself, or shown special efficiency in any department of study or duty.

5. The manner in which chaplains perform their duties.

6. The efficiency of administrative and staff officers, the correctness of their accounts; whether payments and issues are made in accordance with law and regulations, and whether surplus supplies are taken up on returns and deficiencies accounted for.

7. Efficiency, discipline, and appearance of the troops; state of arms, equipments, and accouterments of all kinds; sufficiency, uniformity, and fit of clothing; whether the schools for officers and enlisted men are held as prescribed and properly conducted; nature and amount of drills, recitations in tactics and drill regulations, target practice, practice marches, practice in outpost duty, field service, minor tactics, and gymnastic exercises; efficiency in signaling; regularity of payment of the troops, their health, and whether the sick are properly cared for; the number and percentage of desertions from each organization during the twelve months preceding the inspection, and, if abnormal, special inquiry as to the cause therefor will be made and the result briefly reported.

8. Police and sanitation of the post; cleanliness, state of repair, and sanitary condition of all buildings; the number, character, and cost of buildings constructed since last annual inspection.

9. Whether there are suitable rooms for use, respectively, as a library, reading room, chapel, and school; sufficient quantities of newspapers and periodicals, schoolbooks, stationery, and school material for the use of enlisted men; whether the newspapers, periodicals, and schoolbooks are solely used by enlisted men; whether the library rooms are used at all by officers, and, if so, whether it interferes with their use by enlisted men; the attendance and progress of pupils and the system of instruction. See also paragraph 343.

10. System of messing, sufficiency, variety, and preparation of food.

11. Whether labor of the supply departments is performed by troops or civilians; if by the latter, their number, cost attending and reasons for their employment, and kind of labor performed by them.

12. Means of transportation and its condition; training, grooming, shoeing, suitability, veterinary treatment and condition of public animals, and number unserviceable.

13. Condition of all public property, and whether used for private purposes; whether buildings and property are properly secured against fire, theft, and damage.

14. Whether sales of subsistence stores are made to enlisted men according to regulations; whether there are damaged stores, and if so, in what quantities and how damage was caused.

15. Water supply, facilities for laundry work, bathing and swimming, system and condition of sewerage and drainage, and means of extinguishing fire.

16. Management and success of post exchange, and whether properly supplied and conducted according to regulations; extent, necessity for, and kind of gardens, success attending, and number of men employed therein.

17. Management and application of the regimental, bakery, company, mess, and post exchange funds, and whether the provisions of Articles XXXIII and XXXIV are complied with.

18. Whether regimental, post and company books, papers and files, and those of the post staff departments, including chaplain's records, are properly kept, and the prescribed rolls and returns are properly prepared and promptly forwarded.

19. Condition of post cemetery and its records.

20. Efficiency of hospital corps in ambulance and litter-bearers' drill, and methods of rendering first aid to the wounded.

907. Inspectors-general and acting inspectors-general while inspecting a command will call upon post, regimental, battalion, and company commanders and post surgeons for a report by name of any officer under their immediate command who is incapacitated for service either mentally, morally, or physcially. When any officer is so reported the inspector will thoroughly investigate the case and submit his conclusions therein to the officer ordering the inspection.

908. On completion of an inspection of a post or other command of troops, the inspector-general or acting inspector-general will furnish its commanding officer a written statement of all irregularities and deficiencies observed, which will be kept on file for the information of commanding officers and inspectors. The commanding officer will, as soon as practicable, submit to the next higher commander a copy of this statement, with a report showing what remedies he has applied or will apply to correct each of the irregularities or defects found, and will recommend the proper action with regard to those that he has not power or authority to remedy. These reports and statements will be promptly forwarded through military channels to The Military Secretary of the Army, by whom they will be transmitted to the Inspector-General. At arsenals, depots, and stations not under the supervision of division or department commanders inspectors will furnish like statements, and commanding officers will forward copies thereof with their reports to The Military Secretary for file with the inspection reports to which they pertain.

DISBURSEMENTS AND ACCOUNTS.

909. Inspectors-general and acting inspectors-general will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers comply with the law in keeping their accounts and making their deposits. A statement of receipts and expenditures and of the distribution of funds, with lists of outstanding checks, on forms furnished by the Inspector-General of the Army, will be submitted by the disbursing officer to the inspector, who should immediately transmit the lists of outstanding checks to the several depositories. Upon return from a depository, balances will be verified and noted on the inspection report, which will then be forwarded to the Inspector-General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officer's accounts, and then sent to the Inspector-General.

910. When an officer ceases to act as a disbursing officer, or for any reason closes his accounts, he will prepare a closing statement of his money accounts, from date of last inspection to and including the closing of his accounts, with a separate list of checks outstanding for each depository. If he is under the command of a division commander, or his accounts are assigned for inspection to the division inspector, he will forward the statement and list of checks to division headquarters, through military channels, for the usual action, including inspection if practicable. If disbursing under the direction of the Secretary of War without such assignment, he will forward his papers direct to the Inspector-General of the Army.

PROPERTY FOR CONDEMNATION.

911. Except as provided in paragraph 720, inspections having in view the condemnation of property will be made by inspectors-general or acting inspectors-general; but in cases of emergency, such as when a station is abandoned or when troops change station, such inspections may be made by officers specially designated by the commander of a territoral division or department, or the commander of a division, corps, or army in the field, or higher authority.

912. Officers will prepare and sign in triplicate, on blank forms furnished by the Inspector-General of the Army, inventories of public property requiring inspection, and present them, with the property, to the inspector-general or acting inspector-general at the time of his visit. In the case of rapidly deteriorating subsistence stores or of unserviceable public animals, or pressing emergency, such inventories will be prepared whenever necessary, and one copy will be forwarded to the commander having authority to appoint an inspector. Public animals will be inventoried singly, with a brief description of color, sex, age, and distinguishing marks. Public buildings which have become unserviceable and can not be kept in repair at reasonable cost, or which occupy ground required for new buildings or other improvements, will be entered upon a separate inventory and brought before an inspector for his action.

913. For inspection the property will be arranged in the order of enumeration in the inventory, every article will be examined by the inspector, and the officer responsible will accompany him and be prepared to give all necessary information in regard to it.

914. Inspectors will examine all property properly presented for condemnation. When all property presented has been destroyed one inventory and inspection report will be forwarded by the inspecting officer through proper channels to the Inspector-General of the Army and the others will be delivered to the accountable officer. In cases in which the inspector recommends the sale of any property, or its transfer to depots, he will forward all the inventories and inspection reports to department, division, or army corps headquarters, and if the inspector's action is approved by the department, division, or army corps commander, two will be returned to the accountable officer and the other forwarded through proper military channels to The Military Secretary of the Army to be transmitted to the Inspector-General of the Army, and, in similar cases, when the accountable officer is not serving under the department, division, or army corps commander and all the property has been destroyed, one copy of the inventory and inspection report will be forwarded to the Inspector-General of the Army and two to the accountable officer, or if sale or transfer of the property is recommended, the inspecting officer will forward all the inventories and inspection reports to the Inspector-General of the Army, who will forward them to the Chief of Staff through the chief of the bureau concerned; one copy will be returned to the Inspector-General and two to the accountable officer.

915. Inspectors will exercise great care in examining property submitted to them for condemnation and in making recommendations regarding its disposition. Articles "to be continued in service" are such as are still serviceable. Those "to be dropped" from the returns are such as can not be sold at the post and are not worth cost of transportation to an arsenal or depot for repair. If worthless they must be so far destroyed as to prevent any possibility of future presentation. Such articles as can not be destroyed will, when practicable, be marked "I. C." (inspected—condemned), or will be broken up and the serviceable parts retained. Condemned animals will be branded "I. C." on the neck under the mane. Should the inspector's recommendation be disapproved in regard to articles marked "I. C.," the marks will be canceled and a certificate of the fact given to the responsible officer. Suitable brands and stencils will be kept for use of inspectors at posts and depots. Articles "to be sold at post" are such as are of no further public use or not worth cost of transportation to a depot. Those "to be turned into depot" are such as can not be repaired at the post and are worth cost of transportation. Small arms found to be unfit for service will be turned in to the nearest arsenal or depot. Property will not be turned into depots without authority from the head of the staff department to which the property pertains, except in the Philippines Division, where such authority may be given by the commanding general of the division. The authority herein referred to, of heads of staff departments, will usually be given in general terms in the form of approved memoranda indicating the most advantageous method of disposing of various classes of unserviceable property, which memoranda will serve as guides to department and higher commanders and inspectors.

916. Public property in use will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable.

917. Great care will be taken to prevent property once condemned and ordered dropped from the returns from being again presented for inspection. When public property is presented to an inspector for condemnation the officer responsible will certify on the inventory that the property has not been previously condemned.

918. Inspectors will, when practicable, cause the destruction, in their presence, of all property found to be worthless and which is without money value at or near the place of inspection, except small arms, and will state in their reports that "the articles recommended to be destroyed have no money value at or near the post." The action of an inspector on property of this character will be final, and his report will be a valid voucher for the responsible officer. Inspectors will be held responsible for their action in this particular. When property thus condemned is not destroyed in the presence of the inspector or a disinterested officer representing the inspector, the responsible officer will certify to the fact of subsequent destruction in his presence.

919. An inspection report on damaged clothing will set forth the amount of damage to each article; also a list of such articles as are fit to issue to prisoners, or, at reduced prices, to enlisted men willing to receive them.

920. Department or higher commanders may give orders, on the reports of authorized inspectors, to make such disposition of condemned property as the case may require, except public buildings, for which the order of the Secretary of War is required. If the property be of considerable value, and there be good reason to suppose that it can be more advantageously applied or disposed of elsewhere than within the command, the report will be forwarded for the action of the War Department.

921. Orders for the final disposition of condemned property will be indorsed by the proper authority on the inspection reports, each copy being made complete in itself. One will be forwarded, through military channels, to the Inspector-General of the Army, and the others to the accountable officer, who will forward one with his accounts, and file the other with his retained papers.

ARTICLE LXIX.

JUDGE-ADVOCATE-GENERAL'S DEPARTMENT.

922. The Judge-Advocate-General is the custodian of the records of all general courts-martial, courts of inquiry, and military commissions, and of all papers relating to the title of lands under the control of the War Department, except the Washington Aqueduct and the public buildings and grounds in the District of Columbia. The officers of this department render opinions upon legal questions when called upon by proper authority.

923. The judge-advocate of each department, or the officer acting as such, will, as soon as practicable after June 30 of each year, render to the Judge-Advocate-General a report for the year terminating on that date, giving the number and character of cases tried by courts-martial in the Department during the period. This report will separately classify the trials of officers and enlisted men, and show whether by general, garrison, or summary courts, the number of acquittals in each class and the number of different men tried by inferior courts, and contain his recommendations and remarks touching the administration of military justice.

924. The original proceedings of all general courts-martial, courts of inquiry, and military commissions, with the decisions and orders of the reviewing authorities made thereon, and the proceedings of all general courts-martial, courts of inquiry, and military commissions which require the confirmation of the President, but which have not been appointed by him, will be forwarded direct to the Judge-Advocate-General. One copy of the order promulgating the action of the court and a copy of every subsequent order affecting the case will be forwarded to the Judge-Advocate-General, with the record of each case. When more than one case is embraced in a single order, a sufficient number of copies will be forwarded to enable one to be filed with each record. The proceedings of all courts and military commissions appointed by the President will be sent direct to the Secretary of War.

925. Judge-advocates and acting judge-advocates will forward to the Judge-Advocate-General, on June 30 each year, with the reports prescribed in paragraph 923, lists of the law books for which they are responsible.

926. Applications of officers, enlisted men, and military prisoners for copies of proceedings of general courts-martial, to be furnished them under the one hundred and fourteenth Article of War, will, when received by post or other commanders, be forwarded direct to the Judge-Advocate-General.

927. Communications relating to proceedings of military courts on file in the Judge-Advocate-General's Department will be addressed and forwarded direct by department commanders to the Judge-Advocate-General. In routine matters, the Judge-Advocate-General and judge-advocates may correspond with each other direct.

928. The reports which the Judge-Advocate-General may render upon cases received by him, and which require the action of the President, will be submitted to the Chief of Staff.

ARTICLE LXX.

ARREST AND CONFINEMENT.

929. Only commanding officers have power to place officers in arrest, except as provided in the twenty-fourth Article of War. An arrest may be ordered by the commanding officer, in person or through a staff officer, orally or in writing.

930. An officer arrested will repair at once to his tent or quarters, and there remain until more extended limits have been granted by the commanding officer. Close confinement will not be enforced except in cases of a serious nature.

931. Officers will not be placed in arrest for light offenses. For these the censure of the commanding officer will generally answer the purpose of discipline. Whenever a commanding officer places an officer in arrest and releases him without preferring charges he will make a written report of his action to the department commander, stating the cause. The department commander, if he thinks the occasion requires, will call on the officer arrested for any explanation he may desire to make, and take such other action as he may think necessary, forwarding the papers to The Military Secretary of the Army for file with the officer's record, or for further action.

932. A medical officer, charged with the commission of an offense, need not be placed in arrest until the court-martial for his trial convenes if the service would be inconvenienced thereby, unless the charge is of a flagrant character.

933. An officer in arrest will not wear a sword nor visit officially his commanding or other superior officer, unless directed to do so. His applications and requests of every nature will be made in writing.

934. On the march, field officers and noncommissioned staff officers in arrest will follow in the rear of their respective regiments, and company officers and noncommissioned officers in arrest in rear of their respective companies, unless otherwise specially directed.

935. Enlisted men against whom charges have been preferred will be designated as "awaiting trial;" enlisted men who have been tried will, prior to the promulgation of the result, be designated as "awaiting result of trial;" enlisted men serving sentences of confinement, not involving dishonorable discharge, will be designated as "garrison prisoners;" those sentenced to dishonorable discharge and to terms of confinement in penitentiaries or at military posts will be designated as "general prisoners."

936. Noncommissioned officers will not be confined at the guardhouse in company with privates, except in aggravated cases or where escape is feared, but will be placed in arrest in their barracks or quarters.

937. Except as provided in the twenty-fourth Article of War, or when restraint is necessary, no soldier will be confined without the order of an officer, who shall previously inquire into his offense.

938. The arrest or confinement of an enlisted man will, as soon as practicable, be reported to his company or detachment commander by the officer authorizing the arrest or confinement.

939. Prisoners awaiting trial by, or undergoing sentence of, general court-martial and those confined for serious offenses will, if practicable, be kept apart from those confined by sentence of an inferior court, or for minor offenses. Enlisted men awaiting trial or awaiting result of trial will not be sent to work with garrison or general prisoners if it can be avoided, and may, in the discretion of the commanding officer, be required to attend drills, or sent to work under charge of a sentinel, during the usual working hours. General prisoners will not be confined with other prisoners except in cases of necessity.

940. Soldiers against whom charges may be preferred for trial by summary court will not be confined in the guardhouse, but will be placed in arrest in quarters, before and during trial and while awaiting sentence, except when in particular cases restraint may be necessary.

941. If there are any prisoners with no record of charges against them, the old officer of the day will report that fact to the commanding officer, who will give the necessary instructions.

942. Prisoners will not be placed in irons except pursuant to sentence of a court martial, or in the extraordinary case of a prisoner who, in the judgment of the commanding officer, is a desperate or dangerous character, in which case report of action and the circumstances will be immediately made to the department commander. A

prisoner may be shackled or handcuffed while being transported from one post to another, or from a post to a penitentiary when, in the judgment of the officer in charge, the escape of the prisoner can not otherwise be prevented.

943. The Secretary of War will designate certain posts as places where general prisoners sentenced to confinement for six months or more shall serve their sentences. Special rules and regulations will be promulgated by the War Department to govern the enforcement of discipline, the methods of guarding, and the treatment of these prisoners; also the measure of labor to be imposed and the character of clothing and diet to be furnished them.

944. The commanding officer at posts where general prisoners are confined will, on the last day of every month, forward to the War Department and to department headquarters a return of general prisoners. Blank forms for this return will be furnished by the War Department.

945. Prisoners will be forwarded from places of trial to posts at which they are sentenced to serve confinement only on orders of department commanders or higher authority. The strength of guards to accompany them will be limited to the necessities of safe delivery. Orders detailing guards in charge of military prisoners will provide for the return journey of the guard and for commutation of rations, when such commutation is necessary. The commanding officer of a post from which a prisoner is transferred will send, under seal, to the commanding officer of the post where the sentence of confinement is to be executed the following papers in his case, viz: Discharge papers, if discharged, descriptive list, orders promulgating and modifying sentences, statement of conduct while under sentence to date of transfer, and a list of clothing in possession of the prisoner when forwarded.

946. All serviceable clothing which belongs to a prisoner, and his blankets, will accompany him to the post designated for his confinement, and will be fully itemized on the clothing list mentioned in the preceding paragraph. The guard in charge of the prisoner during transfer will be furnished with a duplicate of this list and will be held responsible for the delivery of all articles itemized therein, with the prisoner. At least one serviceable woolen blanket will be sent with every such prisoner so transferred.

947. The personal effects of military prisoners who have escaped from confinement, except such as possess some special value as keepsakes, may be disposed of by sale as in the case of effects of deceased soldiers, and the proceeds thereof, together with any money left by the prisoner in the hands of the company commander, be turned over to a paymaster, who should account for the same in the manner provided for paymasters' collections. The officer will take the paymaster's receipt for the amount paid him and forward the same to the Auditor for the War Department.

948. A general prisoner, before being released from confinement at a post, will be carefully examined and a record of all marks, scars, and physical peculiarities made by a medical officer on the outline figure card used in the examination of recruits, which the medical officer will forward direct to The Military Secretary of the Army.

949. General prisoners will be allowed, in abatement of their terms of confinement, when serving sentences of over three months and not over twelve months, five days for each complete period of twenty-five days during the whole of which their conduct has been good; and when serving sentences of over one year and not over three years, ten days for each complete period of twenty days during the whole of which their conduct has been good.

Abatements thus authorized may be forfeited, wholly or in part, by subsequent misconduct. Such forfeitures are determined by the commanding officer of the post where the prisoner is confined. Abatement for good conduct in serving sentences of confinement of over three years will not be less than on sentences of less than three years, but each case will be determined on its merits by the department commander.

950. The power to pardon or mitigate punishment imposed by a court-martial, vested in the authority which confirms the proceedings or the corresponding authority under whose jurisdiction the sentence is being executed, extends only to unexecuted portions of a sentence. The fact that a soldier has been dishonorably discharged through his sentence does not affect this power. An application for clemency in case of a general prisoner sentenced to confinement in a penitentiary will be forwarded to the Secretary of War for the action of the President. The power to commute sentences imposed by military tribunals, not being vested in military commanders, can be exercised by the President only.

ARTICLE LXXI.

COURTS-MARTIAL.

951. The order appointing a court-martial will name its members in order of rank, and they will sit according to rank as announced. A decision of the appointing authority as to the number that can be assembled without injury to the service is conclusive.

952. The place of holding a court is designated by the authority appointing it. Courts will be assembled at posts or stations where trial or examination will be attended with the least expense. A member stationed at the place where it sits is liable to duty with his command during adjournment from day to day. Courts will, as far as practicable, hold their sessions so as to interfere least with ordinary routine duties.

953. A president of the court will not be announced. The officer highest in rank present will act as president.

954. A court-martial has no power to punish its members; but for disorderly conduct a member is liable as for other offenses against military discipline. Improper words used by him should be taken down in writing, and any disorderly conduct reported to the appointing authority.

955. When a court sits in closed session, the judge-advocate will withdraw, and when legal advice or assistance is required it will be obtained in open court.

SUBPŒNAS TO WITNESSES.

956. The judge-advocate will summon the necessary witnesses for the trial, but will not summon witnesses at the expense of the Government without the order of the court, unless satisfied that their testimony is material and necessary. A subpœna may be served by any person.

957. Judge-advocates of courts-martial will, whenever it is possible, send subpœnas through military channels.

958. An officer or enlisted man who receives a summons to attend as a witness before any military court, board, civil court, or other tribunal competent to issue subpœnas, which is sitting beyond the limits of the department where he is serving, will, before starting to obey the summons, forward it through the proper channel to his department commander, that necessary orders or authority to obey a civil process may be given. In urgent cases, or when the public interest would be liable to suffer by delay, a post commander may authorize immediate departure, reporting his action and the reasons therefor to the department commander.

WRITS OF ATTACHMENT.

959. Judge-advocates of military courts, in issuing process under section 1202, Revised Statutes, to compel the attendance, as witnesses, of persons not in the military service in the State, Territory, or District in which the court sits, will formally direct the same to an officer designated by the department commander to execute it. The nearest military commander will furnish the necessary military force for the execution of the process, if force be required.

CHARGES AND SPECIFICATIONS.

960. Commanding officers are not required to bring every dereliction of duty before a court for trial, but will endeavor to prevent their recurrence by admonitions, withholding of privileges, and taking such steps as may be necessary to enforce their orders. Company commanders are authorized, subject to the control of the commanding officer of the post, to dispose of cases of derelictions of duty in their commands which would be within the jurisdiction of inferior courts-martial, by requiring extra tours of fatigue, unless the soldier concerned demands a trial. This right to demand a trial must be made known to him.

961. Charges against an enlisted man forwarded to the authority competent to appoint a general court for his trial will be accompanied by a statement in the prescribed form, setting forth the dates of his present and former enlistments, the character upon each of the discharges given him, and the date of his confinement for the offenses alleged in the charges. Charges forwarded to the authority competent to order a general court-martial must be accompanied by the proper evidence of previous convictions.

962. Before forwarding charges they will be carefully investigated by the commanding officer, or an officer designated by him, other than the officer preferring the charges, and in forwarding the charges the name of the officer making the investigation will be noted in the commanding officer's indorsement. The commanding officer will state in his indorsement whether or not, in his opinion, the charges can be sustained. Before referring to summary courts charges for which the maximum limit of punishment that may be awarded is greater than one month's forfeiture and confinement, commanding officers will cause the accused to sign a statement on the original charges as to whether or not he consents to trial by summary court. A note of this statement in each case will also be entered on the record of the summary court and on the monthly report of trials by such court.

963. Charges submitted for trial by a summary court should be accompanied by evidence of previous convictions, to be furnished when practicable by the officer preferring the charges; or, if the evidence is contained in the summary court record, a reference to it will be sufficient. If this evidence is not submitted or cited, the summary court may take judicial notice of any such evidence which that record contains. Charges submitted to a garrison or regimental court-martial must be accompanied by the proper evidence of previous convictions.

964. The charges preferred for offenses cognizable by inferior courts will be laid before the proper commander, who, if he thinks that the accused should be tried, will cause him to be brought before the summary court, where he will be arraigned and allowed to plead according to prevailing court-martial practice. If the accused neither holds a certificate of eligibility to promotion, nor (being a noncommissioned officer) objects to trial by summary court, nor pleads guilty, witnesses will be sworn and evidence received, the accused being permitted to testify in his own behalf and make a statement; but the evidence and statement will not be recorded. The summary court as soon as trial is concluded will record its findings and sentence in the summary court record and submit it to the officer appointing the court, who will record therein his approval or disapproval, in part or in whole, with date and signature. Should the only officer present with the command sit as summary court, the findings and sentence will be recorded in like manner. No other record of the proceedings will be kept and such trials will not be published in orders. Post commanders will furnish company and other commanders with copies of the summary court record relating to men of their commands, said copies to be certified to be true copies by the post commander or adjutant.

965. When the only officer present with a command sits as summary court, no approval of the sentence is required by law, but he should sign the sentence as such officer and date his signature.

966. Noncommissioned officers will not, if they object thereto, be brought to trial before regimental, garrison, or summary courts-martial without the authority of the officer competent to order their trial by general court-martial; nor will post noncommissioned staff officers or sergeants first-class hospital corps be reduced, but they may be dishonorably discharged whenever reduction is included in the limit of punishment.

967. The summary court will be opened at a stated hour every day except Sunday for the trial of such cases as may properly be brought before it. Trials will be had on Sunday only when the exigencies of the service make it necessary. The commanding officer, and not the court, will determine when and what cases shall be brought before it. Delay in the trial of a soldier by summary court does not invalidate the proceedings, but may be considered by the court in awarding sentence.

968. Whenever under the summary court act or the eighty-third article of war it becomes necessary to convene a garrison or regimental court, the order appointing it will state the facts which bring the cases to be tried within the exceptions of those laws.

TRIALS.

969. The commanding officer of a post where a general court-martial is convened will, at the request of any prisoner who is to be arraigned, detail as counsel for his defense a suitable officer. If there be no such officer available, the fact will be reported to the appointing authority for action. An officer so detailed should perform such duties as usually devolve upon counsel for defendant before civil courts in criminal cases. As such counsel he should guard the interests of the prisoner by all honorable and legitimate means known to the law, so far as they are not inconsistent with military relations.

970. Whenever a soldier is convicted of an offense for which a discretionary punishment is authorized the court will receive evidence of previous convictions, if there be any; such evidence being limited, except in the case of desertion, to previous convictions by courts-martial of any offense or offenses within one year preceding the arraignment and during the current enlistment. General, regimental, and garrison courts-martial will, after a finding of guilty, be opened for the purpose of ascertaining whether there is such evidence, and, if so, of receiving it. Previous convictions by courts-martial must be proved by the records of previous trials and convictions, or by duly authenticated copies of such records, or by duly authenticated copies of the orders promulgating such trials. General courts-martial will consider only such evidence of previous convictions as is referred to them by the convening authority. The proper evidence of previous convictions by summary court is the copy of a summary court record furnished to company and other commanders, as required by paragraph 964, or one furnished for the purpose, and certified to be a true copy by the post commander or adjutant. When the proof produced is the copy furnished to the company or other commander, it will be returned to him and a copy of it attached to the record of the general, regimental, or garrison court-martial trying the case.

SENTENCES.

971. Whenever by any of the Articles of War punishment is left to the discretion of the court, it shall not, in time of peace, be in excess of a limit which the President may prescribe. The limits so prescribed are set forth in the Manual for Courts-Martial, published by authority of the Secretary of War.

972. Sentences imposing tours of guard duty are forbidden.

973. When the sentence of a court-martial prescribes imprisonment, the court will state therein whether the prisoner shall be confined in a penitentiary or in some place under military jurisdiction, being guided in its determination by the ninety-

seventh Article of War. Where from any cause there is a doubt in the mind of the court whether the offense is punishable by penitentiary confinement, such words as "in such place as the reviewing authority may direct" will be used in the sentence.

974. General courts-martial may sentence soldiers to confinement in a penitentiary for offenses which are thus punishable by some statute of the United States or by a statute or the common law of the State, Territory, or District in which the offenses are committed. Department commanders will designate the United States Penitentiary at Fort Leavenworth, Kansas, as the place of such execution of sentence, in cases in which the term of confinement imposed is more than one year. If any State or Territory within a military department has made provision by law for the confinement of such prisoners in its penitentiaries, the department commander, with the approval of the Secretary of War, may designate one as the place of execution of sentence.

975. When the court has sentenced a prisoner to confinement at a post, no power is competent to increase the punishment by designating a penitentiary as the place of confinement.

976. When a sentence of confinement or forfeiture is in excess of the legal limit, the part within the limit is legal and may be executed.

977. When the date for the commencement of a term of confinement imposed by sentence of a court-martial is not expressly fixed by the sentence, the term of confinement begins on the date of the order promulgating it. The sentence is continuous until the term expires, except when the person sentenced is absent without authority.

978. The order promulgating the proceedings of a court and the action of the reviewing authority will, when practicable, be of the same date. When this is not practicable, the order will give the date of the action of the reviewing authority as the date of the beginning of the sentence. This does not apply to sentences of forfeiture of all pay and allowances. A soldier awaiting result of trial will not be paid before the result is known.

979. The authority which has designated the place of confinement, or higher authority, may change the place of confinement of any prisoner under the jurisdiction of such authority.

980. A sentence to confinement, with or without forfeiture of pay, can not become operative prior to the date of confirmation. If it be proper to take into consideration the length of confinement to which the prisoner has been subjected previous to such confirmation, it may be done by mitigation of sentence.

981. When soldiers awaiting result of trial or undergoing sentence commit offenses for which they are tried, the second sentence will be executed upon the expiration of the first.

982. A sentence adjudging a dishonorable discharge, to take effect at such period during a term of confinement as may be designated by the reviewing authority, is illegal.

983. The time at which a dishonorable discharge is to take effect, as fixed by a sentence, can not be postponed by the reviewing officer.

984. When a sentence imposes forfeiture of pay, or of a stated portion thereof, for a certain number of months, it stops for each of those months the amount stated. Thus: "Ten dollars of monthly pay for one year" would be a stoppage of $120. When the sentence is silent as to the date of commencement of forfeiture of pay, the forfeiture will begin at the date of promulgation of the sentence in orders, and will not apply to pay which accrued previous to that date.

985. An order remitting a forfeiture of pay operates only on the pay to become due subsequent to the date of the order.

986. Notwithstanding a sentence contemplates payment of a stated sum to a soldier upon his release from confinement, it can not be made unless there is a sufficient balance to his credit after all authorized stoppages are deducted.

THE RECORD.

987. Every court-martial shall keep a complete and accurate record of its proceedings, which will be authenticated, in each case, by the signatures of the president and judge-advocate. Whenever, by reason of the death or disability of the judge-advocate occurring after the court has decided on the sentence, the record can not be authenticated by his signature, it must show that it has been formally approved by the court and must be authenticated by the signature of the president. The judge-advocate should affix his signature to each day's proceedings. Testimony taken before regimental or garrison courts-martial will not be reduced to writing.

988. When records of trial by general courts-martial are written on the typewriter the copyable ribbon will be used when practicable, as this will save labor in making the copies required to be furnished under the one hundred and fourteenth Article of War.

989. The judge-advocate will transmit the proceedings without delay to the officer having authority to confirm the sentence, who will state at the end of the proceedings in each case his decision and orders.

990. The complete proceedings of a garrison or regimental court will be transmitted without delay by the post or regimental commander to department headquarters.

991. When the record of a court exhibits error in preparation, or seemingly erroneous conclusions, the reviewing authority may reconvene the court for a reconsideration of its action, pointing out defects. Should the court concur in the views submitted, it will proceed by amendment to correct its error, and may modify or completely change its findings. A reopening of the case, by calling or recalling witnesses, is illegal.

992. Proceedings of courts-martial in cases of officers and in important cases of enlisted men will be published in general orders issued from the War Department, division or department headquarters; and, in cases of enlisted men that are not of general interest or importance, in special orders in form as follows:

Private —— ——, Company ——, ——th Regiment of ——, having been tried by a general court-martial convened at ——, and found guilty of ——, in violation of the —— Article of War, was sentenced "To be —— ——." The sentence is approved and will be duly executed. The prisoner will be —— ——.

993. Commanders of divisions or separate brigades convening general courts-martial pursuant to the seventy-third Article of War, or acting as reviewing authority on proceedings thereof, will forward the same to the Judge-Advocate-General of the Army through their respective corps commanders. If errors are found in the proceedings demanding it, the corps commander may return them to the reviewing authority for any necessary action before forwarding them to the Judge-Advocate-General of the Army.

REPORTERS, CLERKS, INTERPRETERS.

994. The employment of a stenographic reporter, under section 1203, Revised Statutes, is authorized for general courts only, and in cases where the convening authority considers it necessary. The commanding officer will, when necessary, detail an enlisted man to assist the judge-advocate of a general court in preparing the record.

995. When a reporter is employed under section 1203, Revised Statutes, he shall

be paid, upon the certificate of the judge-advocate, not to exceed $1 an hour for the time occupied in court by himself or a competent assistant necessarily employed for him by the judge-advocate, and 15 cents per 100 words for the first and 5 cents per 100 words for each additional copy of the transcript of notes and of exhibits copied; and in case the court is held more than 10 miles from the place of employment of himself and assistants they shall each be allowed mileage over the shortest usually traveled route at the rate of 8 cents per mile going to the place of holding the court and $3 a day for expenses while necessarily kept by the judge-advocate away from the place of employment. Reporters are employed by the judge-advocate and are paid by the Pay Department, at the rates herein named, upon the certificate of the judge-advocate that the services charged for have been rendered.

996. No person in the military or civil service of the Government can lawfully receive extra compensation for clerical duties performed for a military court.

997. Interpreters to courts-martial are paid by the Pay Department upon the certificate of the judge-advocate that they were employed by order of the court. They will be allowed the pay and allowances of civilian witnesses.

ARTICLE LXXII.

Civilian Witnesses.

998. Civilians in the employ of the Government when traveling upon summons as witnesses before military courts are entitled to transportation in kind from their place of residence to the place where the court is in session and return. If no transportation be furnished they are entitled to reimbursement of the cost of travel actually performed by the shortest usually traveled route, including transfers to and from railway stations, at rates not exceeding 50 cents for each transfer, and the cost of a double berth in a sleeping car or steamer when an extra charge is made therefor. They are also entitled to reimbursement of the actual cost of meals and rooms at a rate not exceeding $3 per day for each day actually and unavoidably consumed in travel or in attendance upon the court under the order or summons. No allowance will be made to them when attendance upon court does not require them to leave their stations.

999. A civilian not in Government employ duly summoned to appear as a witness before a military court will receive $1.50 per day for each day actually in attendance upon the court, and 5 cents a mile for going from his place of residence to the place of trial or hearing, and 5 cents a mile for returning; but in Wyoming, Montana, Washington, Oregon, California, Utah, New Mexico, Arizona, and Porto Rico he will be paid 15 cents for each mile necessarily traveled over any stage line or by private conveyance, and in Porto Rico 10 cents for each mile over any railway, in such travel.

1000. In case a civilian witness duly subpœnaed before a general court-martial refuses to appear or qualify as a witness, or to testify or produce documentary evidence, as required by law, he will at once be tendered or paid by the nearest paymaster one day's fee and mileage for the journeys to and from the court, and will thereupon be again called upon to comply with the requirements of law. The fees and mileage of civilian witnesses residing beyond the limits of the State, District, or Territory in which the court-martial is held will not be paid in advance, as such witnesses can not be punished if they refuse to obey the summons. Civilian witnesses will be paid by the Pay Department.

1001. The charges for return journeys of witnesses will be made upon the basis of the actual charges allowed for travel to the court, and the entire account thus

completed will be paid upon discharge from attendance without waiting for completion of return travel.

1002. The items of expenditure authorized in paragraphs 998 and 999 will be set forth in detail and made a part of each voucher for reimbursement. No other items will be allowed. The correctness of the items will be attested by the affidavit of the witness, to be made, when practicable, before the judge-advocate. The certificate of the judge-advocate will be evidence of the fact and period of attendance, and will be made upon the voucher.

1003. Compensation to civilians in or out of Government employ for attendance upon civil courts is payable by the civil authorities.

ARTICLE LXXIII.

Employment of Civil Counsel—Habeas Corpus.

1004. The employment of counsel at the expense of the United States is under the direction of the Department of Justice.

1005. When a necessity arises for an attorney or counselor to defend or advise officers and others connected with the military service in cases connected with their public duties, request, with report of the facts, will be made to The Military Secretary of the Army through the regular military channels, but in cases which will not admit of delay the request may be sent direct. The Military Secretary will promptly submit all such requests to the Secretary of War for reference to the Department of Justice. Officers and others in the military service employing an attorney or counselor without being specially authorized to do so will be required to pay the expenses attendant upon such employment.

1006. Officers will make respectful returns, in writing, to all writs of habeas corpus served on them. When the writ is issued by a State court or judge, and the person held by the army officer is a civilian who has been apprehended under a warrant of attachment to be taken before a court-martial to testify as a witness, the officer will not produce the body, but will, by his return, set forth fully the authority by which he holds the person and allege that the State authority is without jurisdiction to issue the writ of habeas corpus, and ask to have the same dismissed. He will also exhibit to the court or officer issuing the writ of habeas corpus the warrant of attachment and the subpœna (and the proof of the service of the subpœna) on which the warrant of attachment was based, and also a certified copy of the order convening the court-martial before which he had been commanded to take the person.

1007. Should a writ of habeas corpus issued by a State court or judge be served upon an army officer, commanding him to produce an enlisted man or general prisoner, and show cause for his detention, the officer will decline to produce in court the body of the person named in the writ, but will make respectful return in writing to the effect that the man is a duly enlisted soldier of the United States or a general prisoner under sentence of court-martial, as the case may be, and that the Supreme Court of the United States has decided that a magistrate or court of a State has no jurisdiction in such a case.

1008. A writ of habeas corpus issued by a United States court or judge will be promptly obeyed. The person alleged to be illegally restrained of his liberty will be taken before the court from which the writ has issued, and a return made setting forth the reasons for his restraint. The officer upon whom such a writ is served will at once report the fact of such service, by telegraph, direct to The Military Secretary of the Army and the commanding general of the department.

ARTICLE LXXIV.

QUARTERMASTER'S DEPARTMENT.

NOTE.—Regulations for the government of the Quartermaster's Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Quartermaster-General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL DUTIES.

1009. The Quartermaster's Department is charged with the duty of providing means of transportation of every character, either under contract or in kind, which may be needed in the movement of troops and material of war. It furnishes all public animals employed in the service of the Army, the forage consumed by them, wagons and all articles necessary for their use, and the horse equipments for the Quartermaster's Department. It furnishes clothing, camp and garrison equipage, barracks, storehouses, and other buildings; constructs and repairs roads, railways, bridges; builds and charters ships, boats, docks, and wharves needed for military purposes, and attends to all matters connected with military operations which are not expressly assigned to some other bureau of the War Department.

1010. The Quartermaster's Department transports to the place of issue and provides storehouses for the preservation of stores supplied for the Army by other departments.

1011. General depots for the collection, manufacture, and preservation of quartermaster stores, until required for distribution, are under the immediate control of the Quartermaster-General.

1012. The Quartermaster-General will announce from time to time the depots from which requisitions from departments for quartermaster supplies—issuable under Army Regulations—will be filled.

The commanding officer of the depots so designated will fill, as soon as possible after their receipt, all requisitions approved by competent authority.

1013. Department commanders will take final action on all requisitions for supplies furnished by the Quartermaster's Department, issuable under Army Regulations or general orders, and send them for supply to the depots designated by the Quartermaster-General.

1014. Requisitions for quartermaster supplies, not covered by Army Regulations or general orders, will be forwarded to the Quartermaster-General for his action.

1015. Department commanders will take final action upon all extra issues of fuel and kerosene oil.

1016. Emergency purchases of quartermaster stores payable from appropriations for incidental expenses, army transportation, and regular supplies, not exceeding $200 in any one case, may be made under the authority of the department commander, but purchases under this authority should be avoided as much as possible by timely requisitions.

1017. Officers serving in the Quartermaster's Department will make monthly estimates for funds, unless otherwise authorized, and only for such amounts as are required for payments of accounts within the periods estimated for. Estimates will show in detail the amounts required to cover all authorized expenditures and the purposes for which needed. Quartermasters will submit their estimates to their immediate commanding officers, who, after action thereon, will forward them to the adjutant-general of the department; he will refer them to the chief quartermaster, who, after consideration and revision, will consolidate and submit them to the department commander for approval; thereafter the chief quartermaster will forward them to the Quartermaster-General. Quartermasters at general depots and independent posts will forward estimates of funds to the Quartermaster-General direct.

BARRACKS AND QUARTERS.

1018. When buildings are about to be occupied, allotted, or vacated, an inspection of them will be made by the quartermaster, who will make and file a statement of their condition, reporting to the commanding officer any damage apparently due to carelessness or neglect. Damages will be promptly repaired if possible.

1019. Neglect by any officer or soldier to take proper care of rooms or furniture used by him is a military offense. In case of damage, such officer or soldier may be allowed to pay cost of necessary repairs if the commanding officer deem such payment sufficient. Commanding officers will report, through prescribed channels, to the War Department their proceedings in all cases under this regulation.

1020. An annual inspection of all public buildings at every post will be made prior to March 1 by the commanding officer and quartermaster, after which the quartermaster will prepare a report upon the form prescribed for that purpose, giving a description of each building and its condition and capacity, the character and extent of any additions, alterations and repairs made upon it during the preceding year, and cost of same; the repairs needed, with estimates therefor.

If new buildings are required, the necessity will be fully stated, and, if authorized by the War Department, plans and specifications will be prepared in the Quartermaster-General's Office.

The commanding officer will carefully examine the report and estimates and forward them, with the expression of his views, to the department commander on March 1.

In the spring, as soon as possible after the fires are out for the season, the quartermaster will inspect, with a view of preparing the annual estimates for repairs thereto, the steam, hot air and hot water heating systems. The estimates will be submitted immediately thereafter.

Estimates for heating, plumbing, and water supply will be made separately.

1021. As soon as practicable after the passage of the annual appropriation act for the support of the Army each department commander will be informed of the amount allotted to his department from the appropriation for repairs to barracks and quarters for the fiscal year to which the allotment pertains.

1022. The department commander will take final action upon all annual estimates for repairs to public buildings, payable from the appropriation for barracks and quarters, made under the provisions of paragraph 1020, and also upon all special estimates for repairs to public buildings in his department, payable from the same appropriation, where the amount involved in any one estimate does not exceed $200, provided the amount allotted to his department for the fiscal year is not exceeded thereby.

1023. The department commander in making allotments for repairs to the various posts in his department will specify the amount approved for each building. He will limit his action to repairs and will not take final action upon alterations or additions to buildings.

1024. After the allotments to posts have been made by the department commander, one copy of the annual inspection report, with final action noted, will, as soon as practicable, be forwarded to the Quartermaster-General.

1025. Expenditures for necessary repairs, not to exceed $200 in any one case, for the purchase of material and for the temporary employment of labor may, with the approval of the department commander, be made by the chief quartermaster of a department. Employment of labor under this authority will be only for the job, and no skilled laborer or person in trades positions will be employed for a period exceeding three months.

These expenditures will be made from funds appropriated by Congress for the

fiscal year in which made under the heads of "Regular Supplies," "Transportation of the Army," and "Barracks and Quarters."

The expenditures from the appropriation for "Barracks and Quarters" authorized in this paragraph are in addition to those authorized in paragraph 1022, and will be limited to emergency repairs due to damages from fire or storm.

Report covering all such expenditures, and the necessity therefor, with the approval of the department commander, will be made to the Quartermaster-General promptly at the end of each month. The Quartermaster-General will, upon receipt of this report and proper estimate of funds, supply to the chief quartermaster of the department the amounts so expended.

1026. When private buildings occupied as barracks or quarters, or lands occupied as encampments are vacated, the commanding officer and quartermaster will make an inspection of them, and the latter will report, through the prescribed channel, to the Quartermaster-General, their condition and any injury which has resulted to them by reason of such occupancy.

1027. All public buildings at a post will be numbered and thereafter each new building will be given its proper numerical designation. The number originally given a building will be retained and entered by the quartermaster as a permanent record, and will not be altered to correspond with the post directory or to conform to changes therein. Against each building will be charged all expenditures made thereon, noting sums authorized, authority therefor, and amounts actually expended. All expenditures made for the erection of new buildings and for additions, alterations, or repairs, will be so entered as to accurately exhibit the cost of each building to date.

1028. The Quartermaster's Department will provide in all permanent barracks a box locker for each enlisted man for his uniform and extra clothing. Each man will provide his own lock.

1029. Barracks will be supplied with chairs, at a rate not exceeding one for each noncommissioned officer and one for every two of the other enlisted men quartered there. Cuspidors, with suitable mats on which to place them, will be supplied in all barracks and other buildings occupied or used by enlisted men.

1030. China and glassware belonging to mess outfits, bunks, mattresses, pillows, benches, chairs, tables, and other articles of furniture provided for soldiers' barracks, will not be removed therefrom without the order of the post commander, nor will they be removed from a post or station except by order of the War Department. Box lockers, mattress covers, pillowcases, bed sheets, and barrack bags should be transported in all changes of station, but will not be taken into the field.

ALLOWANCE AND ASSIGNMENT OF QUARTERS.

1031. At each post and station where there are public quarters in buildings belonging to the United States, the quartermaster, under direction of the commanding officer, will allot to each officer the quarters to which his rank entitles him.

1032. At all posts where, in the opinion of the department commander, the barracks and quarters are sufficient for the purpose, the following regulations will govern their assignment and occupation:

1. Permanent quarters will be assigned to the field and staff officers of the garrison.

2. Quarters for the captain and lieutenants of each company will be designated as appertaining to each set of barracks, having reference to convenience of location. Where bachelor quarters are provided at a military post it is proper and necessary that they be assigned to officers without families.

3. On arrival of troops each company will be assigned by the commanding officer to appropriate vacant barracks and quarters. Quarters thus regularly assigned will not

be subject to choice, but any not occupied may be chosen for temporary occupancy by an officer, in accordance with existing regulations, subject, however, to removal whenever an officer entitled to them arrives. The original assignment of quarters at any post or station will be made by a board of officers consisting of the commanding officer, the two senior line officers present, the senior surgeon, and the quartermaster. Upon the department commander's approval of the board's action, its recommendations will be carried into effect as soon as practicable, the department commander causing the assignments to take effect as changes occur in the stations of officers and troops, without removing any officer from quarters occupied by him under other existing regulations.

1033. At posts or stations where the provisions of paragraph 1032 can not be applied officers may make selection of quarters in accordance with their rank, but the commanding officer may direct that they confine their selection to buildings located near their troops. An officer may select quarters occupied by a junior, but will not displace a junior if there be quarters suitable to the rank of the senior available, with equal conveniences and accommodations. When an officer has made his choice he must abide by it, and shall not again displace a junior unless he himself is displaced by a senior. The particular rooms which constitute a set of quarters will be designated by the quartermaster, under the direction of the commanding officer. Attics are not counted as rooms. Officers will not choose rooms belonging to different sets.

1034. An officer reporting for duty at a post will, immediately upon his arrival, make written application to the commanding officer for quarters. If in command of troops, he will apply for quarters for himself, for his subordinate officers, and the enlisted men of his command. The application will be accompanied by a copy of the order directing him to report at the station, and will be referred to the quartermaster for proper action under such instructions as the commanding officer may indorse thereon.

1035. An officer will not occupy more than his proper allowance of quarters, except by permission of the commanding officer when there is an excess of quarters at the station. The allowance will be reduced pro rata by the commanding officer when the number of officers and troops present makes it necessary. If the public buildings are inadequate, the commanding officer will apply, through the department commander, to the Secretary of War for authority to hire necessary quarters.

1036. Officers on duty without troops at stations where there are public quarters will be furnished them in kind. If insufficient, application for authority to hire quarters will be made as directed in paragraph 1035.

1037. At a military post where the headquarters of a department are or may be established the department commander may set aside quarters for the staff, but will not disturb assignments made under paragraph 1032 if it can be avoided. Quarters thus reserved will not be open to selection, but will be subject to assignment independent of choice.

1038. An officer's right to quarters is solely one of occupancy. When he and his family cease to occupy them, except in case of temporary absence, they are open to selection by and reassignment to some other officer on duty at the post.

1039. When assigned to duty without troops or awaiting orders for the convenience of the Government, officers will be entitled to quarters, but in no case will they be furnished quarters at two stations at the same time.

1040. The allowance of quarters to which an officer is entitled when on duty may be continued in kind, at his proper station, during the period for which the law permits him to be absent, without reduction of pay and allowances. An officer under suspension has the same right to quarters as when on duty status, if present at the post.

1041. At a post a sufficient number of rooms may be set aside for a mess when a majority of its officers unite in a mess, but never when the officers to be accommodated are less than three in number.

1042. An officer on sick leave is entitled to public quarters at his station during the period of sick leave, not exceeding six months, provided he or his family occupy them. He may hold hired quarters only while he is personally an occupant.

FUEL AND STOVES.

1043. Officers may purchase from the Quartermaster's Department the fuel actually needed for their own use. For the quantity allowed them in the table contained in paragraph 1051 they will pay at the rate of $3 per cord for standard oak wood, or the equivalent thereof in other kinds of fuel as determined by the Quartermaster-General. For any additional quantity they shall pay the contract price. Payment will be made at the time of sale.

1044. The Quartermaster's Department may sell fuel in accordance with the preceding paragraph to contract and dental surgeons and veterinarians and to families of officers who are temporarily absent, or who are on duty abroad or in Alaska, on the written certificate of the officer that the amount of his allowance covered by the certificate will not be otherwise drawn by him. Officers on the retired list, officers on sick leave, or under sentence of suspension from duty on reduced pay when absent from their proper stations, are not entitled to this privilege.

1045. The commanding officer of a post, at or near which the immediate family of a regular or volunteer soldier resides, may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase for cash at cost prices such quantities of fuel and mineral oil as in his opinion may be reasonably needed for the sole use of the soldier's immediate family.

1046. Fuel will be sold to an officer only upon his certificate that it is for his personal or family use; any sale, exchange, or transfer whatever of fuel sold to an officer under this paragraph is forbidden.

1047. Merchantable oak wood is the standard; the cord is 128 cubic feet. The scale of equivalents to govern in the issue and sale of fuel will be published from time to time in general orders.

1048. An officer may purchase from the Quartermaster's Department one-sixth of his allowance of fuel in kindling wood, which will be sold on the basis of its equivalent in oak wood.

1049. Fuel issued to troops is public property. Any portion not consumed by them will be returned to the quartermaster and taken up on his return.

1050. Fuel will be issued only in the month when due. The cheapest fuel at the place of issue will, all things considered, be furnished.

1051. The following table shows the number of rooms, the quantity of fuel, and the allowance of cooking and heating stoves to be supplied for the use of officers and men in quarters and barracks:

	Rooms.		Cords of wood per month.		Increased allowance from September to April, both inclusive.		For quarters.		For office.
	As quarters.	As kitchen.	As office.	From May 1 to Aug. 31.	From Sept. 1 to Apr. 30.	Between 36th and 43d deg. N. latitude, one-fourth.	North of 43d deg., one-third.	Heating stoves.	Cooking stoves or ranges.	Heating stoves.
A lieutenant-general or major-general	5	1	...	1	5	1¼	1⅔	5	1	.....
A brigadier-general or colonel	4	1	...	1	4	1	1⅓	4	1	.....
A lieutenant-colonel or major	3	1	...	1	3½	⅞	1⅙	3	1	.....
A captain	2	1	...	¾	3	¾	1	2	1	.....
A lieutenant	1	1	...	½	2	½	⅔	1	1	.....
The Chief of Staff of the Army	.....	.....	3	.....	3	¾	1	.....	.....	3
The commanding officer of a territorial division or department	.....	.....	2	.....	2	½	⅔	.....	.....	2
An assistant to the Chief of Staff of the Army, the aids to the commanding general of a territorial division or department, and the general staff officers serving thereat	.....	.....	1	.....	1	¼	⅓	.....	.....	1
An assistant or deputy quartermaster-general, an assistant commissary-general of subsistence, an assistant surgeon-general, the assistant and deputy paymaster-general, and the chief quartermaster and chief commissary at the headquarters of a territorial division or department, each	.....	.....	2	.....	2	½	⅔	.....	.....	2
The commanding officer of a regiment, post, or battalion of engineers or field artillery, a paymaster, quartermaster, commissary, and adjutant, each	.....	.....	1	.....	1	¼	⅓	.....	.....	1
An assistant adjutant-general, an inspector-general, an acting inspector-general, an engineer,[a] an ordnance officer,[a] a signal officer, a judge-advocate or an acting judge-advocate, and the senior medical officer, when stationed on duty at any place not in the field,[a] each	.....	.....	1	.....	1	¼	⅓	.....	.....	1
Noncommissioned officers above grade number 15, paragraph 9, each	1	.....	.....	½	1	¼	⅓	1	.....	.....
Superintendent national cemetery	.....	.....	.....	½	1	¼	⅓	.....	1	.....
Each noncommissioned officer, musician, private, and hospital matron	.....	.....	.....	1/12	1/6	1/24	1/18	.....	.....	.....
Each necessary fire for the sick in hospital, each dispensary and hospital mess room at a military post or station, to be regulated by the surgeon and commanding officer, not exceeding	.....	.....	.....	½	2	½	⅔	1	.....	.....
For general hospitals, when necessary, not exceeding, for each bed	.....	.....	.....	1/12	1/6	1/24	1/18	.....	.....	.....
Each guard fire, to be regulated by the commanding officer, not exceeding	.....	.....	.....	.....	3	¾	1	1	.....	.....
Each necessary fire for military courts or boards, at a rate not exceeding	.....	.....	.....	.....	2	½	⅔	1	.....	.....
Storehouse of a commissary and quartermaster, when necessary, not exceeding for each	.....	.....	.....	.....	1	¼	⅓	1	.....	.....
Each employee of the Quartermaster's, Subsistence, or Medical Department to whom subsistence in kind is issued by the Government	.....	.....	.....	1/12	1/6	1/24	1/18	.....	.....	.....
For library, reading room, schoolroom, chapel, and gymnasium, 1 heating stove for each, and when the garrison exceeds 150 enlisted men, 2 heating stoves, and such quantity of fuel for the same as may be certified to as necessary by the officers in charge and approved by the commanding officer	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
For a company: 2 large stoves in dormitory, 1 large stove in each mess room and day room, 1 small stove for each of the two rooms for noncommissioned officers, 1 small stove for the library, and 1 cooking stove or range sufficient to cook its food	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Each hospital kitchen	.....	.....	.....	.....	.....	.....	.....	.....	1	.....
For each authorized room as quarters for civilian employees	.....	.....	.....	.....	.....	.....	.....	1	.....	.....
For each six civilian employees to whom fuel is allowed	.....	.....	.....	.....	.....	.....	.....	1	.....	.....
For mess of civilian employees	.....	.....	.....	.....	.....	.....	.....	.....	1	.....
For telegraph office	.....	.....	.....	.....	.....	.....	.....	1	.....	.....
For each blacksmith, carpenter, and saddler shop	.....	.....	.....	.....	.....	.....	.....	1	.....	.....
For a bakery and post exchange such quantity of fuel for the same as may be certified to as necessary by the officers in charge and approved by the commanding officer	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

[a] Except at Military Academy.

When buildings for which fuel is furnished by the Quartermaster's Department are heated by steam, by separate plants, they will be allowed per month for each foot of radiating surface, from September 1 to April 30, $\frac{1}{10}$ cord wood; between 36th and 43d degrees, north latitude, $\frac{1}{4}$ increase; north of 43d degree, north latitude, $\frac{1}{3}$ increase. Buildings heated by hot water will be allowed 62½ per cent of the steam allowance.

1052. In addition to the number prescribed in the table, paragraph 1051, the headquarters of a territorial divison or department will be allowed such number of office rooms (not more than eight) as may be necessary for clerks on duty thereat (the Quartermaster's and Subsistence Departments excepted), which will be assigned by the commanding general. A heating stove for each room not otherwise heated will also be allowed. Office rooms will not be hired without the written authority of the Secretary of War, and no lease of such rooms will take effect until approved by him.

1053. The officers of the Quartermaster's and Subsistence Departments may, when necessary, be allowed additional office rooms, with a heating stove for each, not to exceed three in the former and two in the latter named Department. The number of additional rooms so allowed will be regulated by the Quartermaster-General.

1054. Stoves will not be issued to officers who receive commutation of quarters.

1055. If at a military post, situated between the thirty-sixth and forty-third degrees of latitude, the mean temperature for twenty days of any calendar month is not above 20° F., an increase of fuel of one-third instead of one-fourth, as shown in the table, will be allowed. If the temperature is not above 10° F., an increase of one-half will be allowed, whatever the latitude of the place. The certificate of the post surgeon as to the mean temperature and the order of the post commander for the issue will be filed with the abstract of issues.

ILLUMINATING SUPPLIES.

1056. The Quartermaster's Department will provide supplies for interior and exterior illumination. The necessary lights will be supplied for all buildings for which fuel is supplied.

1057. The number of lights, exterior and interior, and the hours during which they may be used at each post, will be fixed and announced by commanding officers, with the approval of department commanders. The number of such lights must be limited to the smallest number for proper lighting, and the period of authorized burning of each light must be limited to the necessities in each case.

1058. If candle lanterns are used in stables, the candles will be issued by the Subsistence Department in such quantity as the commanding officer shall order as necessary. If oil lanterns are used, the issue of oil, wicks, and chimneys therefor will be made by the Quartermaster's Department.

1059. Mineral oil will be supplied for lamps and oil lanterns, and be issued in quantities as follows: For lamps used for interior illumination at the rate, per burner, of four ounces avoirdupois for each hour of authorized illumination for lamps using wicks of about 1½ inches diameter, and two ounces per hour for lamps with smaller wicks. For all oil lanterns, such quantities as the commanding officer shall order and certify as necessary. No volatile oils, except those authorized and supplied by the supply departments, will be used at military posts without the authority of the commanding general of the department in which the post is located.

1060. Officers of the Army, contract and dental surgeons, and veterinarians may buy from the Quartermaster's Department, at contract prices, such moderate quantity of mineral oil, lamps, wicks, and chimneys as they may need in the rooms occupied by themselves and families. This privilege is limited to the lamps, oils, wicks, and chimneys of patterns, kinds, and qualities provided for troops.

1061. Civilians employed with the Army at remote posts or stations, where it is impossible to procure at reasonable rates such articles of clothing and other quarter-

master's supplies (except uniforms) as they may need for their health and comfort, may be allowed to purchase same from the Quartermaster's Department in limited quantities for their own use, for cash at cost prices, with ten per cent added to cover transportation. Such sales will, however, be made only upon the written approval of the commanding officer setting forth the necessity for such action, this authority to be filed with the return of the officer making such sales.

1062. Mineral oil issued to troops is public property for their use, and will be treated as provided in paragraph 1049 for fuel.

1063. Each noncommissioned officer entitled to and occupying separate quarters at posts where gas or electricity is installed will be allowed for the period between September 1 and April 30, 1,500 cubic feet of gas or 20,000 watts of electric current per month, and from May 1 to August 31, 900 cubic feet of gas or 12,000 watts electric current per month. Gas or electricity in excess of these allowances will be paid for at the end of each month to the quartermaster by the responsible noncommissioned officer.

At posts where the electric current is furnished from Government plant the charge for the excess will be at the rate of 10 cents per 1,000 watts. At posts where gas or electric current is obtained from local company the charge for the excess will be at contract price.

1064. In order to measure the amount of gas or electric current consumed, each noncommissioned staff quarters will be provided with proper meter, the key of which will be kept in possession of the quartermaster.

1065. Each officer's quarters will be likewise provided with a meter and the occupants of the same will be required to pay for all gas or electric current used at rates as indicated in paragraph 1063.

The cost of installation of electric lights or gas fixtures in officers' quarters, as in other public buildings at posts, will be borne by the Quartermaster's Department.

1066. At each post supplied with a fortification electric plant sufficiently large for supplying necessary current for lighting buildings and grounds, the plant may be used for that purpose by the Quartermaster's Department when authorized by the Chief of Engineers, provided that the needs of defense shall have precedence over post lighting or power supply in any case in which both uses are simultaneously desired.

For this purpose, when funds that are applicable can be spared, the Engineer Department will construct necessary conduits, service wires, etc., to deliver the current to the various buildings and to exterior lights, and the Quartermaster's Department will wire the buildings, furnish meters for officers' and noncommissioned officers' quarters, exterior lamps, etc., and will, in addition to the fuel, material, etc., required to be furnished by it to all fortification electric plants, supply for such plants as may be used for post lighting all material and funds necessary for their repair and preservation.

1067. The allowances of lamps and mineral oil are prohibited for buildings and grounds where gas or electric light is installed.

STATIONERY.

1068. The issue of stationery for all military purposes shall be made on requisition approved by the commanding officer. The material to be issued will consist of typewriter supplies, writing and blotting paper, pads, pens, penholders, ink, mucilage, sealing wax, office tape, envelopes, and lead pencils. Officers approving requisitions will enforce economy in the use of stationery. But one issue a quarter will be made to officers not drawing for an office. For each issue the quartermaster will require one copy of the approved requisition receipted by the officer to whom the issue is made. These issues, when returns are made to the Quartermaster-General, will be abstracted by the quartermaster, compared and approved by the commanding officer, and the abstract only forwarded to the Quartermaster-General.

1069. To each office desk or table is allowed one inkstand, one paper folder, one ruler, one steel eraser, and one piece of india rubber. A company commander is entitled to this allowance. Officers when relieved will transfer office stationery to their successors.

1070. The Quartermaster's Department is authorized to issue yearly to retired officers, upon proper requisition, six quires of writing paper, one hundred official envelopes, and fifty letter envelopes.

1071. The yearly allowance of stationery to a post noncommissioned staff officer on duty at a post not garrisoned by troops is two quires of writing paper, letter size; four sheets of blotting paper; one hundred envelopes, official size; one dozen steel pens; two penholders; one pint bottle of black ink; one small bottle of mucilage with brush; one inkstand, and one piece of office tape.

PURCHASE OF PUBLIC ANIMALS.

1072. The purchase of public animals will be made by the Quartermaster's Department after their inspection by that Department, and, unless otherwise directed by the Secretary of War, by contract after due competition.

1073. Public animals shall, upon the day received, be branded with the letters "U. S." on the left fore shoulder. Horses, assigned to organizations, will also be branded on the hoof of one forefoot, one and one-half inches below the coronet, with the designation of the company. Branding irons of uniform size and design will be supplied by the Quartermaster's Department. Letters "U. S." to be two inches in height. Letters and numbers of hoof brands on the same line, to be three-fourths of an inch high, the letter to precede the number, and blocked so as to penetrate the hoof one-sixteenth of an inch. For example, the hoof brands on horses assigned to Band 9th Cavalry would be, CB9; to troop A 5th Cavalry would be, A5; to the 10th Battery Field Artillery would be, FA10; to the 1st Band Artillery Corps would be, AB1; to Company A Battalion of Engineers would be, BEA.

1074. Any alteration in the length or shape of the tails, manes, or forelocks of public horses by docking, banging, or clipping is prohibited, and only such reasonable trimming and plucking as may be necessary to prevent shagginess of appearance is permitted.

1075. A complete descriptive list of each animal will be made at the time of purchase, and will accompany him wherever he may be transferred.

1076. A descriptive book of public animals will be kept with the records of every officer accountable for public animals. It will contain a description of every animal received and transferred, showing the kind, name, age, size, color, marks, brands, or other peculiarities of each; how and when acquired, and if disposed of in what manner; the name of its rider or driver, and the particular use to which applied.

1077. When public animals are issued or transferred, the person in charge will be provided with full and accurate descriptive lists, which he will deliver to the receiving officer, by whom they will be entered in his descriptive book of public animals.

1078. Public animals will be assigned to their riders or drivers, who will not exchange or surrender them to the use of any other person without the permission of the company commander, quartermaster, or other officer responsible.

1079. Public animals inspected and found unsuited for one branch of the service may be transferred to another for which they are fitted. When of no further use for any branch of the service they will be submitted to an inspector and if condemned sold at public auction.

Horses belonging to troops of cavalry or to batteries of artillery will not be sold or turned into the Quartermaster's Department unless previously acted upon by an inspector.

Public animals that die from sickness, or that it is necessary to kill because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or in the absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer.

VETERINARY MEDICINES.

1080. Veterinary instruments, books, medicines, and supplies for the treatment of public animals and authorized private horses of mounted officers are furnished by the Quartermaster's Department. The supply table furnished by the Quartermaster's Department gives a list of the articles supplied. Requisitions will be limited to actual necessities. A special estimate for articles not in the table, with an explanation of the nature of the emergency or case rendering it necessary, will be forwarded, through the regular channel, for the action of the Quartermaster-General.

1081. The quartermaster will have charge of veterinary instruments, books, medicines, and supplies, and under the direction of the commanding officer will issue and expend such medicines and supplies in such quantities as may be necessary.

1082. At posts where there is a veterinary surgeon the quartermaster may, under the direction of the commanding officer, transfer to the veterinary surgeon upon memorandum receipts such veterinary instruments, books, medicines, and supplies as may be necessary; otherwise they will remain in the custody of the quartermaster, and will be loaned as needed in the public service.

FORAGE AND STRAW.

1083. The forage ration for a horse is fourteen pounds of hay and twelve pounds of oats, corn, or barley; for a mule, fourteen pounds of hay and nine pounds of oats, corn, or barley. To each animal three pounds of bran may be issued in lieu of that quantity of grain. Department commanders will reduce the forage ration when necessary.

1084. Where grazing is practicable, or when little labor is required, commanding officers will order a judicious reduction of the forage ration.

1085. Forage will be issued only during the month when due.

1086. Forage is furnished to the authorized allowance of horses of mounted officers, actually owned and kept by them in the performance of their official duties, either when on duty at stations, at posts, or in the field. When on detached duty, or on leave, the nature of which necessitates the temporary separation of the officer and his mounts, forage may be furnished for such periods as may be approved by the Secretary of War. Forage is furnished to the following number of horses: Of a lieutenant-general, 4; of a major-general or a brigadier-general, 3; of all other mounted officers, each, 2.

1087. Mounted officers will not use public horses and at the same time draw forage for those they own; nor will they use public animals except as authorized by regulations. Should circumstances render it necessary, an officer may be temporarily furnished public horses.

1088. An officer not mounted may purchase forage for two horses kept for his own use, for which he will be charged cost, including transportation. The sale of forage to mounted officers is forbidden.

1089. An officer shall not sell, nor allow to be sold, the forage issued for his own horses or the public animals under his charge; nor shall he use or dispose of, or permit to be used or disposed of, such forage, or any portion thereof, except for the purpose for which it was issued. Forage issued for a particular period and unconsumed during the period will be taken up and properly accounted for.

1090. When mattresses are not supplied, each enlisted man in barracks and each prisoner in the guardhouse will be allowed a bed sack and thirty pounds of straw per

month for bedding, and men in field hospitals such quantity as the chief medical officer shall certify as necessary. So far as practicable, iron bunks will be furnished to all prisoners in post guardhouses and prison rooms.

1091. One hundred pounds of straw per month is allowed for bedding to each horse or mule in public service. At posts where straw is not furnished hay will be issued and used for bedding.

CARE AND ACCOUNTABILITY FOR PROPERTY.

1092. Unless otherwise specially directed by the Secretary of War there will be at each military post or station but one accountable officer in the Quartermaster's Department, and he will account for all quartermaster's supplies there in use or in store.

1093. When troops are assembled for field service, here will be but one accountable officer in the Quartermaster's Department for each regiment, separate battalion, or squadron, and he will account for all quartermaster's supplies in the possession of the command of which he is quartermaster.

1094. At places requiring the services of more than one quartermaster, each one charged with the care and disposition of quartermaster's supplies will account for the same.

1095. Officers commanding companies or detachments will be furnished by the quartermaster, on approved requisition, with the necessary authorized quartermaster's supplies; and for all such, except those that may be properly dropped as expended, said commanding officers will give memorandum receipts to the accountable officer, who will continue to bear said supplies on his return until they have been transferred, expended, or otherwise disposed of and duly accounted for as required by regulations.

1096. Officers commanding companies or detachments temporarily absent from posts will continue responsible to quartermasters from whom supplies have been procured on memorandum receipts. Should the services of a quartermaster become necessary, one will be appointed for the command.

1097. When troops change station, only such quartermaster's supplies as are authorized, or as may be directed to be transferred, will be removed from the station. Company and detachment commanders, prior to departure from a station, will have a settlement with the quartermaster for supplies held on memorandum receipt. For such supplies as must accompany troops, company and detachment commanders will give certificates to the quartermaster. Memorandum receipts that have been thus satisfied will be returned to the respective company and detachment commanders. The quartermaster will forward the certificates, accompanied by the requisite papers for transferring the accountability, to the quartermaster at the destination of the troops. The commanders of incoming organizations upon arrival will report the supplies in their custody and give memorandum receipts therefor to the quartermaster, who will then return to the respective commanders their certificates.

1098. Certificates given for supplies accompanying troops and memorandum receipts given by officers for supplies issued or loaned for their individual use, or for use of the organizations under their command, will be made in the prescribed form, and should any officer, when called upon by proper authority to produce any of the supplies enumerated therein, fail to do so, or to furnish proper evidence that deficient or damaged supplies have been accounted for as required by regulations, the name of the officer delinquent will be reported to the Secretary of War by the Quartermaster-General, and said officer's pay to the extent of the deficiency or damage will be stopped, in conformity with paragraphs 706 and 707. The accountable officer may drop from his return the articles deficient, forwarding the memorandum receipt or certificate as a voucher therefor.

1099. A forage master or wagon master shall not be concerned, directly or indirectly, in any means of transport employed by the United States, or in the purchase

or sale of any property procured for or belonging to the United States, except as agent for the Government.

1100. Every officer accountable for quartermaster's supplies will keep himself accurately informed, by personal examination, of the quantities and condition of the property on hand, and will be held strictly responsible that they are correctly reported on his returns. The commanding officer will see that a complete, detailed, and accurate inventory of such property, except that held on memorandum receipts, is taken by the accountable officer in person at least once each year, and as much oftener as he may deem necessary for the interests of the Government. At each transfer of such property both the invoicing and receipting officer will attend in person, and each will satisfy himself, by personal count and examination, that all property invoiced is on hand and in condition as stated in the invoices. When loss, damage, or deficiency is discovered upon taking any of these inventories, a surveying officer will at once investigate and ascertain the cause thereof, which he will report with his conclusions as to the responsibility for the same.

HORSES OF MOUNTED OFFICERS.

1101. In the field, at posts, or in active service, horses held in the Quartermaster's Department unassigned may be sold to mounted officers on the authority of the Secretary of War. The price to be paid for a horse purchased by an officer will be its cost to the Government. Purchase and payment will be completed within thirty days from the date of receipt of authority for the sale, and the purchase money at once deposited to the credit of the current appropriation. Horses thus sold will not be exchanged or returned.

1102. The use of public horses by officers receiving mounted pay will be regulated by department commanders in conformity with the necessities of the public service. Unless specially excepted by the Secretary of War, all mounted officers will be required to keep the private horses necessary for the efficient performance of their duties.

1103. While serving with a battery of field artillery a captain or lieutenant of artillery will be allowed to use a battery horse.

1104. The Quartermaster's Department will provide and issue horse and mule shoes, nails, smith's tools, and materials required for the service, except the smith's tools of the battery wagons and forges of field batteries. The horses of a troop of cavalry or field battery will be shod by its farrier or blacksmith.

1105. The Quartermaster's Department will transport for officers changing station the number of horses for which they are legally entitled to forage, and an attendant to accompany the horses when necessary, subject to the following restrictions:

1. That the expense to the United States shall not exceed $100 for each horse transported. The entire cost of such shipment may be paid by the Quartermaster's Department, but if the entire cost exceed $100 for each horse, including transportation of attendant, if any, the excess must be refunded to the Quartermaster's Department by the owner. The expenses of the attendant other than his transportation will not be paid by the Quartermaster's Department.

2. That the horses are owned by the officer and are intended to be used by him at his new station in the public service.

3. The horses of retired officers or officers ordered to their homes to await retirement, or officers ordered on recruiting service or college detail, or to effect a voluntary transfer, will not be transported at public expense.

4. In turning over horses to the Quartermaster's Department for shipment under the authorization of this regulation, officers may have the privilege of shipping them

from other points to their new station, provided the mileage in such cases does not exceed the total mileage between the old and new station to which an officer is assigned.

MILITARY ATTACHÉS.

1106. An officer of the Army serving as military attaché abroad will be entitled to the following allowances: A suitably furnished office when needed, or an unfurnished room with one desk or table, six chairs, one book or file case, the articles allowed for an office desk by Regulations, and the stationery required in the performance of public duty, to be furnished by the Quartermaster's Department, and in either case the regulation allowance of fuel for one office fire. Mounted officers will be allowed forage if horses are actually kept, and officers not mounted, or mounted officers not drawing forage, the hire of a horse when necessary for mounted duty. Necessary funds for these allowances and blank forms for reports and returns will be procured by requisition on the Quartermaster-General. Money accounts will be rendered quarterly. Items for necessary cost of exchange will be entered on accounts current, the entries of each being supported by the certificate of the officer that current rates of exchange were paid and that other vouchers are not obtainable.

TRANSPORTATION.

General provisions.

1107. For wagon and pack transportation mules will generally be employed, but horses may be used for saddle purposes by wagon masters, messengers, expressmen, and employees or enlisted men having similar occupations which require them to be mounted. For draft purposes, except at depots or posts in or near large cities where little transportation is needed, horses will not be used, unless specially authorized by the War Department.

1108. The allotment of draft and pack animals to each military department will be made by the Quartermaster-General under the direction of the Secretary of War.

1109. The allowance of spring wagons, exclusive of the prescribed ambulance for the sick, is fixed at one to each post, except when otherwise authorized by the War Department. All four-wheeled passenger wagons (except ambulances) having springs under the body shall be considered spring wagons.

1110. Spring wagons will be used only by direction of commanding officers and for the purpose for which they are supplied, viz, for the transportation of officers and enlisted men traveling on duty when other means are not available.

1111. The Quartermaster's Department will provide the necessary ambulances for transporting the sick and wounded upon the requisition of the proper medical officer.

1112. All means of public transportation at a post will be accounted for by the quartermaster, and will be under his charge except as provided in paragraph 1456. Commanding officers will cause mounted organizations to be provided daily with the proper facilities for policing stables and hauling forage.

1113. Commanding officers will give timely notice to the proper officers of the Quartermaster's Department of all contemplated movements of troops and supplies, that proper and sufficient transportation may be in readiness.

1114. The duty of furnishing transportation at any post, station, or depot will be intrusted to one officer of the Quartermaster's Department, on whom requisitions will be made therefor.

1115. The Quartermaster's Department of the Army is charged with the transportation of troops and supplies between the United States and such over-sea garrisons and military commands as shall be authorized. Those officers and employees who are detailed to carry out the work constitute the Army Transport Service. All neces-

sary expenses incident to that service will be paid from the appropriations made for the support of the Army. The Army Transport Service is governed by special regulations promulgated by the Secretary of War.

TRANSPORTATION OF PERSONS.

1116. When troops are moved, suitable transportation will be provided; proper orders and an exact return of the command will be furnished to the quartermaster who is to provide the same.

1117. A person requiring transportation will exhibit an order from competent authority, and the quartermaster who furnishes it will make and file a certified copy of the same. The quartermaster will indorse on the original order, over his signature, the fact that transportation has been provided, its kind, the places from and to which it has been furnished, and the number of pounds of extra baggage transported, if any. The original order will be retained by the person who receives the transportation, and in case of a soldier entitled to commutation of rations while traveling, will be disposed of as directed in paragraph 1258. When a quartermaster furnishes transportation, under the provisions of paragraph 108, to a soldier on furlough, he will report the actual or probable cost thereof to the company commander and will enter on the furlough a statement that the transportation has been furnished. The officer paying the account will notify the company commander of the actual amount paid and the date of payment.

1118. When transportation is furnished for the entire journey, the route, if not designated in the order, will be determined by the Quartermaster's Department, in accordance with existing rules.

1119. A quartermaster who provides the transportation for troops will notify, by mail or telegraph, the quartermasters at places where changes of route are to be made, or means of transportation are to be changed, of the day on which the troops will start, their route, destination, the number of officers, enlisted men, and animals, and the quantity of public property and baggage for which transportation will be required.

1120. The quartermaster who provides the transportation, or a duly authorized representative, will be present at the embarkation of the troops, and will see that the accommodations contracted for have been provided. A similar course will be pursued where practicable at places where changes of route or important connections are to be made. If delay is necessary in either case in order to complete the arrangements for transportation, the commanding officer of the troops will be duly notified.

1121. The Quartermaster's Department, when called upon to do so by recruiting officers, will furnish transportation from place to place, for the purpose of examining recruits, to civilian physicians not under contract but employed under verbal agreement for the examination of recruits pursuant to paragraph 874. The cost of such transportation will be a charge against the appropriation for "Transportation of the Army and its supplies."

TRANSPORTATION REQUESTS.

1122. A request for transportation issued by a quartermaster should set forth date and place of issue; time for which it will be valid; name of company required to furnish transportation; name of the person, or of the one in charge of the party to be transported, with number thereof; pounds of extra baggage, if any; organization to which the person belongs, if an officer or enlisted man; the places of original departure and ultimate destination, with the initial letters of each road or line to be used on the journey.

1123. Requests should be properly receipted by the party named therein, and tickets procured before commencing the journey, as conductors are not authorized to accept transportation requests. If more than one person is to be transported, the

officer or person in charge of the party, in filling the receipt, will state the number of the persons and pounds of extra baggage carried, and the class and description of transportation furnished. In no case will a receipt be given for transportation of more persons or extra baggage than the request calls for.

1124. The blank receipt at the bottom of the request will be filled in ink, and if the person receipting can not write his name he will make his mark, which will be witnessed. Names and places will be written in full. If the transportation is furnished by other than passenger train or in other than passenger cars the fact will be stated in the receipt.

1125. No portion of a request above the signature of the issuing officer will be changed in any particular. If explanations are required, they will be made on the back of the request.

1126. All unused tickets or parts of tickets procured on a transportation request will be returned to the officer who issued them, and by him forwarded to the officer who pays the account for the service. The value of such ticket or parts of tickets will be deducted from any money due or to become due the company for transportation over whose line they were obtained. On the collection of the value of such unused tickets they will be returned to the company by which they were issued.

1127. When transportation to any given point and return is required, the request for return transportation should be obtained at the destination, provided it can be there procured, except in cases where round-trip tickets can be obtained at reduced rates and made available for the journey; otherwise the quartermaster will issue two sets of requests, one to the place of destination, the other for return transportation.

1128. An officer drawing mileage is entitled to free transportation for 150 pounds of baggage. If his ticket does not cover the full 150 pounds, the Quartermaster's Department will furnish transportation for the difference as excess baggage.

1129. When an officer travels under orders by a route over which less than 150 pounds of baggage for each passenger is transported free, and transportation is furnished the officer by the Quartermaster's Department, the transportation request will state the amount of excess baggage to be paid for by the Government—this excess being the difference between the amount carried free and 150 pounds, the amount the officer is entitled to take.

When an officer under orders for temporary duty or permanent change of station certifies that it is necessary for his field allowance of baggage to accompany him in addition to the amount carried by his ticket, the Quartermaster's Department will furnish transportation for same as excess baggage. The allowance authorized in this paragraph, together with the quantity of baggage transported by ordinary freight, will in no instance exceed the allowance provided by paragraph 1142.

In receipting a request covering an excess of baggage, the officer will certify whether transportation for such excess has been furnished.

1130. For enlisted men traveling under orders without troops, each ticket fur nished by the Quartermaster's Department will usually cover 150 pounds of baggage free. Where this is not the case, as on stage lines, the Quartermaster's Department will provide for the transportation of sufficient excess baggage to make a total of free and excess as follows:

	Pounds.
Noncommissioned officers	100
Privates of the Hospital Corps	100
Other privates	50

1131. Quartermasters in issuing requests for transportation of officers and others traveling under orders, will not include therein public property of any description, nor the allowance of personal baggage carried free by the various transportation lines.

FERRIES, TURNPIKES, AND BRIDGES.

1132. Whenever it shall be necessary for troops, teams, or employees in the military service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest quartermaster for a request for such passage. If he can not obtain it, he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number of persons and whether mounted or on foot, number of loose animals, teams and animals to each team for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request, or certificates duly receipted, will be presented to the nearest disbursing quartermaster for settlement, who, before payment, will satisfy himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment may be made at the authorized or usual rates, unless more favorable terms can be obtained.

STREET-CAR AND FERRY TICKETS.

1133. For the transportation of officers, messengers, and employees of the United States in the transaction of public business, street car tickets can be supplied by the Quartermaster's Department, when this form of transportation is preferable in convenience and cost to the supply of a government wagon. This will not apply to an officer traveling under orders covering mileage, or to an officer in his travel from his home to his office and return. The tickets when purchased will be taken up on the return and expended solely in the performance of public duty. Written requests for street car and ferry tickets will be prepared by quartermasters and forwarded to the Quartermaster-General for authority to purchase.

PARLOR AND SLEEPING CAR ACCOMMODATIONS.

1134. The following persons are entitled at public expense to a double berth in a sleeping car, seat in a parlor car, or to the customary stateroom accommodations on steamers where extra charge is made for the same: Officers of the Army when traveling on duty with troops; army nurses; civilian clerks and agents in the military service when traveling under orders on public business; and also the following when traveling under orders without troops: All noncommissioned officers above grade number 17, paragraph 9; also invalid soldiers when so traveling on the certificate of a medical officer showing the necessity therefor. Other noncommissioned officers when so traveling will be furnished, if they so desire, second-class transportation with tourist sleeping car accommodations when available.

When the number of officers traveling with troops is too small to justify the hire by the Quartermarter's Department of a standard sleeping car for their accommodation, they shall be furnished with such part of a tourist sleeping car, or other suitable sleeping car, properly curtained off for their accommodation, as the Quartermaster's Department may provide for their use during the journey.

1135. Quartermasters providing parlor and sleeping car accommodations will issue requests therefor, and state therein the number of berths or seats required.

1136. When a journey is to be performed covering a route requiring change of sleeping or parlor car, separate requests will be issued for accommodations in each car in which the person is to travel.

1137. Persons holding requests for sleeping or parlor car accommodations will, whenever practicable, present them to the proper agent and obtain tickets for the number of berths or seats required before commencing the journey. When not practicable to do so, berths or seats will be secured from the conductor of the car. They will receipt for the number of berths or seats furnished, naming the points between which they were furnished.

1138. Special sleeping or parlor cars will not be chartered when the expense exceeds the cost of the berths or seats authorized to be furnished.

1139. When it is impracticable for agents or conductors to furnish berths or seats in sleeping or parlor cars, the holder of the request will, on the termination of his journey, return it to the issuing officer with a statement of the reasons why it has not been used, and that officer will account for it on his return.

1140. An officer traveling with troops who incurs expense for authorized sleeping or parlor car accommodations, when it is impracticable to obtain a request therefor, will be reimbursed by the Quartermaster's Department, upon application supported by a receipt for the amount paid by him and a copy of the orders under which the journey was performed.

TRANSPORTATION OF BAGGAGE.

1141. In changing station an officer's authorized allowance of baggage will be turned over to a quartermaster for transportation as freight by ordinary freight lines.

Quartermasters are authorized to transport, upon an officer's request, his entire baggage as freight on Government bill of lading, the excess in weight over his authorized allowance of personal baggage, professional books, official papers, etc., to be paid for by him to the Quartermaster's Department.

1142. The baggage to be transported at public expense, including mess chests and personal baggage, upon change of station will not exceed the following weights:

Rank.	In the field; or temporary change of station.	Permanent change of station.
	Pounds.	*Pounds.*
Lieutenant-general	1,500	15,000
Major-general	1,000	10,500
Brigadier-general	700	8,400
Field officer	500	7,200
Captain	200	6,000
First lieutenant, contract surgeon, and contract dental surgeon	150	5,100
Second lieutenant and veterinarian	150	4,500
Noncommissioned officers above grade 17, paragraph 9	.....	1,500
Civilian employees of the classified service transferred for the good of the service	.....	1,500

These allowances are in excess of the weights transported free of charge under the regular fare by public carriers. They may be reduced pro rata by the commanding officer, if necessary, and may, in special cases, be increased by the War Department on transports by water.

Shipment of officers' allowance of baggage will in all cases be made at carrier's risk, including those over roads where tariffs provide for extra charge therefor, unless the officer files written authority with the shipping quartermaster to ship his entire baggage released. An officer detailed for duty in a foreign country as a military attaché is entitled to transportation of professional books and papers and the number of pounds of personal baggage specified in the table above.

1143. The Quartermaster's Department will transport the authorized change of station allowance of baggage and professional books and papers for officers or enlisted men upon retirement, or who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors.

1144. Transportation of the authorized allowance of baggage for permanent change of station is authorized for such contract surgeons and dental surgeons as may be employed, when they join for duty under the first order, and also on return to their homes on the termination of their contracts, if provided for in contracts.

Graduates of the Military Academy and officers promoted from the ranks will be furnished with transportation for 1,500 pounds of baggage on their first assignment to duty as commissioned officers. With these exceptions, transportation of baggage at public expense is not authorized for officers joining for duty on first appointment to the military service, nor upon reinstatement or reappointment, nor to effect transfers from one company or regiment to another at the request of those transferred. Officers on temporary duty are entitled only to the allowance for temporary change of station as authorized in paragraph 1142. In lieu of the allowance authorized for permanent change of station, an officer detailed as attaché or under orders for extended service over the sea or for duty in Alaska is entitled to have his full allowance transported from the station he leaves to his home or to the nearest convenient place of storage, and, upon resuming duty in the United States, from such places to his post of duty. While on journeys performed in foreign countries by an officer as attaché, 150 pounds of baggage may be carried with him at public expense, including the quantity which is carried free by the various transportation lines. The cost of transporting any personal baggage in excess of the 150 pounds thus authorized will not be paid by the Quartermaster's Department.

1145. The Quartermaster's Department will furnish transportation for the prescribed regimental and company desks, for the books, papers, and instruments of staff officers necessary to the performance of their duties, and for the medical chests of medical officers; also for the professional books, including standard works of fiction, of officers changing station, officers ordered home for retirement, graduates of the Military Academy, and officers joining on first appointment, which they certify belong to them and pertain to their official duties. Invoices of packages turned over to the shipping officer will be accompanied by the certificate of the officer as to character of books, and a certified copy will be attached to the bill of lading issued at the initial point of shipment.

TRANSPORTATION OF SUPPLIES.

1146. Officers turning over property to a quartermaster for transportation will plainly mark each package with the name and address of consignee, a list of its contents, its weight, and "U. S."

1147. An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Should the officer to whom the stores are consigned discover damage or deficiency, he will apply for a surveying officer, before whom all concerned will be heard in person or by deposition. The surveying officer will ascertain and determine the amount and condition of the stores actually delivered to the receiving officer, who will receipt to the officer intrusted with their transportation for the amount and quantity so determined. The latter officer will be held responsible for all damages or deficiency, unless relieved therefrom by the report of the surveying officer, duly approved by the reviewing authority.

1148. When a quartermaster receives supplies, transported by a common carrier under agreement with the Quartermaster's Department, which do not correspond to the invoice because of damage or deficiency not attributable to ordinary loss or wastage, the facts will be fully investigated by a surveying officer (unless the carrier voluntarily assumes liability for the loss) and the money value of the damage or deficiency will be charged to the party responsible therefor, whether the shipping officer or carrier. The authority which appoints the surveying officer will, as soon as possible, transmit copies of his report to the forwarding and receiving officers and to the officer authorized to pay the account. In case the responsibility is fixed upon the carrier, the receiving officer will note on the bill of lading the deductions which should be made for such loss or damage by the quartermaster who pays the account.

The latter will make the deduction and refund the amount stopped to the proper department, in the following manner, for example: If from an account of $100 for transportation services there is a deduction of $25 for ordnance stores lost, the quartermaster will take credit under the head "Transportation of the Army" for $75 paid to the carrier, and also for $25 deposited to the credit of the Treasurer of the United States on account of the Ordnance Department; but if the deduction is on account of forage lost by the carrier, he will take credit on his account current, under transportation, for $25 as carried to "Regular Supplies," under which head he will charge himself with that amount.

1149. Transportation by express, when in excess of cost by ordinary freight, must be limited to emergencies, and vouchers in payment must show the emergency and authority for such transportation. Upon application approved by the department commander, a quartermaster may transport public funds by express. In such cases he will receipt only for so many sealed packages said to contain so much public money. When an absent disbursing officer sends his check to the order of the quartermaster, requesting him to express the amount named therein, the latter will receipt for the actual amount to be transported. In case of loss of funds by unavoidable accident, the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress.

1150. Supplies, issued to the several States and Territories under the laws for arming and equipping the militia, will be turned over to the Quartermaster's Department for transportation and delivery at the railroad depot or steamboat dock nearest to the point within the State or Territory designated by the governor thereof. Separate bills of lading will be used in shipping this property.

1151. A quartermaster is authorized to transport books and musical instruments purchased for, or donated to, post chapels or to post or company libraries, and gymnastic and athletic appliances purchased with regimental, exchange, or company funds, for the use of troops, from the nearest market to the post or station of the troops. Also to furnish transportation at public expense for reading matter donated for use of the enlisted men of the Army, such transportation to be furnished from place of donation to the post or hospital where intended for use. All such packages will be impersonally addressed and consigned to the proper commanding officer of troops or hospitals.

1152. The Quartermaster's Department is authorized to ship (under the regulations governing the transportation of military property, and on the same forms of bills of lading) articles donated to the Medical Museum at Washington, the library and museum of the Military Service Institution at Governors Island, N. Y., or the United States Military Academy at West Point, N. Y. Packages will be marked with the name of the institution, and sent in care of the depot quartermaster at Washington or New York, or the quartermaster at West Point.

CLOTHING AND EQUIPAGE.

1153. A table showing the price of clothing and equipage for the Army, the allowance of clothing in kind to each soldier for each year of his enlistment, and his clothing money allowance for each year and month, also the allowance of equipage to officers and enlisted men, will be published in orders.

1154. Estimates of clothing and equipage will be made quarterly, as follows: On January 1 for the quarter ending June 30; on April 1 for the quarter ending September 30; on July 1 for the quarter ending December 31; on October 1 for the quarter ending March 31.

The commanding officer will, prior to the rendition of these estimates, ascertain from company and detachment commanders the probable needs of each organization of his command for the period covered by the estimates and inform the quartermaster,

who will compare the estimates with the actual issues to each organization during the previous six months.

1155. Based upon the estimates of the company and detachment commanders, and upon their probable necessities, as shown by previous issues, the quartermaster will prepare the quarterly estimates in quadruplicate and submit them to the commanding officer for his action.

These estimates will show the number of each article on hand (giving size) and the number probably required for the period for which the estimate is made. It will also show the number of each article surplus that can be spared for issue at other posts. When approved by the commanding officer, three copies will be forwarded to the chief quartermaster of the department.

1156. The chief quartermaster, upon receipt of the several estimates, will carefully revise the same and note the articles reported as surplus and available for issue at other posts. He will then submit the estimates with his recommendations to the department commander. Surplus articles at any post in the department should be recommended for transfer to other posts where they are required. Articles that can not be supplied from a surplus should be recommended for supply from the depot designated to supply these articles.

1157. After approval by the department commander, the estimates amended to show the number of each article not filled from surplus at other posts will be disposed of as follows:

One copy will be retained in the office of the chief quartermaster and the other two forwarded direct to the depot designated to supply these articles, so as to reach it not later than February 1, May 1, August 1, and November 1, respectively.

1158. Should the quantity of clothing and equipage supplied upon the quarterly estimates prove inadequate, a special requisition in triplicate, giving reasons therefor, should be made and forwarded to the chief quartermaster, and after approval by the department commander, one copy will be retained for record in the office of the chief quartermaster and the remaining two copies forwarded direct to the supply depot, except requisitions for band instruments or parts thereof, which will be sent to the Quartermaster-General direct. In case of absolute necessity, call for such articles as are urgently needed may be made by telegraph.

1159. Officers of the recruiting service will, in order to prevent any unnecessary accumulations at their respective stations, forward special requisition for such articles of clothing and equipage as may be needed in the immediate future. Such requisitions will be made in duplicate and forwarded to the Quartermaster-General direct, accompanied by a list of such surplus property as may be on hand and not required. The condition of such property and the sizes of the clothing will also be stated.

1160. To enable post quartermasters to form an approximate basis as to the sizes required, each company or detachment commander will, whenever called upon, furnish that officer with a statement of the sizes of the various garments worn by the enlisted men composing said commands.

1161. All officers making estimates or requisitions for clothing and equipage will conform to regulations and orders fixing allowances. The following tables show the proportion of sizes to each hundred of the articles:

Articles.	Sizes and proportions of each.															Total.
	1	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	12	
Coats, canvas, fatigue and summer	10	20	30	20	15	5											100
Drawers, canton flannel	13	20	28	13	10	8	5	3									100
Gauntlets:																	
Buckskin, leather								10	22	29	22	17					100
Fur, muskrat										30		50		20			100
Gloves:																	
Buckskin								10	22	29	22	17					100
White, Berlin										10½		48½		41½			100
White, woolen										25		45		30			100
Yellow, horsehide								10	22	29	22	17					100
Leggings	23	52	25														100
Mittens:																	
Canvas										25		45		30			100
Woolen												40		36		24	100
Overalls	18	55	23	3	1												100
Overshirts, flannel	10	38	38	10	2	2											100
Overshoes, arctic							22	42		21		11		3		1	100
Shoes:																	
Barrack					3	11	29½	33		17½		5		1		½	100
Black, russet, and marching					5	21	36½	26		9		2		.004		.001	100
Stable frocks	15	45	30	10													100
Stockings:																	
Cotton											12	31	31	20	6		100
Woolen											35		49		16		100
Trousers:																	
Canvas, fatigue	10	20	30	20	15	5											100
Summer	10	20	30	20	15	5											100
Undershirts, cotton and wool	24	40	20	10	3	3											100

Articles.	Sizes and proportions of each.											Total.
	13	13½	14	14½	15	15½	16	16½	17	17½	18	
Collars, linen			1	2	15	36	30	11	3	1	1	100
Shirts:												
Chambray				10	28	32	19	7	2	1	1	100
Muslin	½	½	1½	6	30	32	19	7	2	1	1	100

Articles.	Sizes and proportions of each.											Total.
	31″	32″	33″	34″	36″	38″	40″	41″	42″	44″	46″	
Drawers:												
Cotton, knit and jean		25		40	20	10	3		1	1		100
Wool, knit		15		25	35	12	6		4	2	1	100
Suspenders					25	49	26					100
Waist belts, leather	5	30	15	15	20	5	5	5				100

Articles.	Sizes and proportions of each.							Total.
	6¾	6⅞	7	7⅛	7¼	7⅜	7½	7⅝	7¾	
Caps:										
Canvas, blanket-lined	6	21	31	26	12	4				100
Dress	8	22	30	25	11	3	1			100
Fur	6	23	24½	29½	13	4½				100
Hats, campaign	6	21	31	26	12	3	1			100
Helmets, cork	6	21	31	26	12	3	½	½	½	100

Articles.	Sizes and proportions of each.																			Total.
	1	1⅛	2	2⅛	3	3⅛	4	4¼	4⅛	5	5¼	5⅛	6	6¼	6½	7	7¼	7⅛	8	9	
Breeches, service:																					
Khaki cotton, foot and mounted	1		14		17	6	16	5	5	12	4	4	8	2	2	1	1	1	⅛	⅛	100
Olive drab, foot and mounted	1		14		17	6	16	5	5	12	4	4	8	2	2	1	1	1	⅛	⅛	100
Coats:																					
Dress	1		14		17	6	16	5	5	12	4	4	8	2	2	1	1	1	⅛	⅛	100
Khaki cotton, service	1		14		17	6	16	5	5	12	4	4	8	2	2	1	1	1	⅛	⅛	100
Olive drab, service	1		14		17	6	16	5	5	12	4	4	8	2	2	1	1	1	⅛	⅛	100
Overcoats, olive drab	15	4	38	7	26	6	2		1	⅛			⅛								100
Trousers, dress	1		14		17	6	16	5	5	12	4	4	8	2	2	1	1	1	⅛	⅛	100

The sizes furnished require very little, if any, alteration, and estimates should be made as near the exact requirements of the men as possible.

1162. Should any of the sizes of clothing specified in the foregoing paragraph prove inadequate, measurements stated upon prescribed blanks will be forwarded with the estimate for the garments. A certificate that the enlisted man for whom such clothing is intended can not be fitted with the sizes of clothing furnished should accompany each requisition. Additional cost of manufacture, as given in annual price list, will be charged in each case.

1163. (Blank.)

1164. (Blank.)

1165. The clothing estimated for by each company or detachment commander should, as a rule, be held subject to its wants, but in case of need it may be otherwise issued, and the quartermaster will then call for a sufficient quantity to replace it if necessary.

1166. When clothing is required a schedule enumerating the articles needed by each man and the money value of each article will be prepared by the company or detachment commander on the prescribed form. This schedule, approved by the commanding officer, will be sent to the quartermaster, and when the clothing is ready for issue the commander of the organization will be notified. Issues will be made by the quartermaster in the presence of the commander of the organization or other commissioned officer representing him, who will witness the signatures of the soldiers upon the schedule, and this will be returned to the commander of the organization with the certificate of the quartermaster that the articles specified have all been issued.

The schedules of issues to each organization will be consolidated monthly by the quartermaster upon duplicate abstracts of issues. These abstracts will show the number of each article issued and the total value thereof.

The aggregate money value of all the articles issued must agree exactly with the aggregate value of issues to individuals, and the witnessing officer will make this verification of the accuracy of the schedule before certifying to the correctness of the entries upon the abstract.

The commander of the organization will certify on each copy of the abstract that the money value of the issue to each man has been entered on his clothing account, and the witnessing officer will certify that the issues were made as stated in the schedule and abstract. If the commander be also the witnessing officer, he will sign both certificates. These entries on the clothing accounts, with date of issue and name of quartermaster, will be attested by the witnessing officer. The abstract certified as required above, signed by the quartermaster and approved by the commanding officer, will be the voucher for dropping clothing from the return.

1167. At ungarrisoned or isolated stations where it is impracticable to have the issue witnessed as required by paragraph 1166, the unwitnessed receipts of men for clothing issued to them will be vouchers to the returns of the issuing officer, accompanied by his certificate that he has charged on their clothing accounts the money value of the articles issued or has notified the proper officer to make such charge.

1168. Each soldier's clothing account will be kept by the company or detachment commander on the blank provided for that purpose. The account will show the money value of the clothing received by the soldier at each issue, and his receipt therefor will be taken on the blank.

1169. Company and detachment commanders will settle the clothing account of every enlisted man of their commands on June 30 and December 31 of each year, without regard to date of individual enlistment. The entire amount found due the United States will be charged to the soldier upon the pay rolls for the period embracing the date of settlement and on subsequent rolls until the whole amount is deducted.

1170. The money allowance of clothing will be allotted by half-years, and the soldier will be credited at first settlement after enlistment with the allowance for the first half-year, and at each succeeding settlement with the allowance for corresponding half-year. When a soldier is separated from the service by death, or by discharge for the convenience of the Government or on surgeon's certificate of disability, and he has not already received credit for the clothing allowance for the full period of his service to date of death or discharge, he will, in settlement of his accounts, be credited with as many sixths of the six months' clothing allowance which would have accrued to him on the approaching date of settlement as the total number of months of his service exceeds the total number of months' clothing credit already given him, an incomplete month's service being counted for this purpose as a full month. Thus, if such soldier has had two years, three months, and three days' service, and has already been credited with the fifth six months' allowance, he is entitled to no additional credit; but if he has been credited with only the fourth six months' allowance, he would be given in the settlement of his accounts an additional credit of four-sixths of the six months' allowance which would have accrued to him on the approaching date of settlement. When for the convenience of the Government a soldier is retained in the service for a shorter period than one month after the expiration of his term of enlistment, no additional clothing allowance will be given him on discharge; but if he is so retained in the service for a period of one month or longer, he will on discharge be given for each month's additional service an additional clothing credit of one-sixth of the clothing allowance of the last six months of the enlistment, an incomplete month's service being counted for this purpose as a full month. Except as herein prescribed, no clothing allowance will be given a soldier except on the regular settlement dates—June 30 and December 31.

1171. The soldier will be credited at each settlement with the allowance fixed for the grade he holds at that date, without reference to changes in his status since previous settlement.

1172. The balance due the soldier at either of these dates will be credited to him upon his clothing account. It will not be placed upon the pay rolls, but the final balance due at date of discharge will be entered upon his final statements. In case of transfer, the balance due the soldier or the United States will be entered on the descriptive list. All balances of this character will be stated in words and figures.

1173. The clothing account of a soldier who deserts should be settled in full to the date of desertion. The balance due him or the United States will be entered on the next pay rolls after date of desertion. The amount due the United States or the soldier at date of desertion will be ascertained as though he were discharged from the service on day prior to day of desertion.

1174. A deserter is entitled to clothing allowance from the date he surrenders or is apprehended, and the amount due him will be obtained from the tables then and subsequently in force. A new clothing account will be opened without reference to his account at date of desertion.

1175. Clothing allowance accruing to a soldier after return to the service from desertion will not be used to reduce the amount of the soldier's indebtedness at date of desertion; the full amount of the soldier's indebtedness must be charged on the roll, to be deducted by the paymaster when he settles the soldier's account.

1176. When the necessity for the issue is certified by the post commander, arctic overshoes, fur gauntlets, fur or blanket-lined canvas caps, and canvas or woolen mittens may be issued to enlisted men at cost price. These articles will conform to patterns in the office of the Quartermaster-General and do not form part of the annual money allowance for clothing.

1177. Articles of band uniforms, including music pouches, that do not form part of the annual clothing allowance may be issued, but not charged except in case of

loss or damage. The articles thus issued without charge remain the property of the United States.

1178. There will also be issued to troops stationed in extremely cold regions, when the necessity for such issue is certified by the post commander, fur or blanket-lined canvas overcoats, but only to men performing guard duty or field service, when exposure to weather would jeopardize life or limbs by freezing.

1179. The Quartermaster's Department is authorized to pay from the appropriation for clothing and equipage a sum not exceeding $1.50 for the laundry work at depots and stations of each recruit who has no funds of his own. The expenditure will be charged on the clothing account of the recruit and so noted on his descriptive and assignment card.

1180. Commanding officers may order necessary issues of clothing to military prisoners who have no clothing allowance, from deserters' or other damaged clothing when there is such in store, or from clothing specially provided for the purpose. The receipt of the officer in charge of the prisoners will be the quartermaster's voucher for such issue. The issue of articles of the uniform under this paragraph will be avoided if possible.

1181. The issue to general prisoners employed at outdoor labor in severe weather at military posts of such overcoats, overshoes, woolen mittens, and flannel shirts as, in the judgment of the department commander, may be necessary to prevent suffering, is authorized.

1182. Gratuitous issues of clothing may be made, under the provisions of section 1298, Revised Statutes, to replace articles destroyed to prevent the spread of contagious diseases, upon the certificate of an officer that the clothing was so destroyed upon the recommendation of the medical officer named.

1183. Should it become necessary to issue new clothing for use in the burial of a deceased soldier, as in the case of a man who dies away from his proper command and under circumstances rendering such issues imperatively necessary, the expense of the issue will be borne by the United States, and the clothing will be dropped from the returns of the issuing officer on the orders of the commanding officer, which must recite the necessity for the issue.

1184. Officers of the Army, contract and dental surgeons, and veterinarians may purchase from the Quartermaster's Department such articles of uniform clothing, clothing materials, and equipage as they need, provided the property is available. They will certify that the articles are for their personal use.

1185. Officers' servants will not be permitted to wear clothing intended for troops, except underclothing and shoes, which may be purchased in limited quantities, if available, upon the officer's certificate that they can not be otherwise obtained.

1186. Quartermasters are authorized to drop from their returns tent pins and ax, pickax, and hatchet helves, upon officers' certificates that the articles have been worn out in service.

1187. Estimates for tableware and kitchen utensils will be made quarterly on the dates and to cover periods named in paragraph 1154. They will be limited to such articles as, with those on hand at the time an estimate is submitted, shall not exceed in kind and quantity the mess outfit as announced in the general orders prescribed in paragraph 292. Special estimates may be made when necessary to meet emergencies, and in such cases the circumstances constituting the emergencies will be stated.

1188. Commanding officers of posts and of all organizations supplied with tableware and kitchen utensils will exercise a rigid supervision and economy in the care and preservation of all such articles, and any damaged, broken, destroyed, or lost through the carelessness of enlisted men will be charged against their pay, as explained in paragraph 690, and a "statement of charges" on the prescribed form will be filed as a voucher with the return from which the articles are dropped. Loss through

breakage of china and glassware, not due to carelessness, may be replaced at public expense on proper requisition, provided it does not exceed 20 per cent per annum, or 5 per cent per quarter, of the total value of china and glassware to which the mess is entitled (value to be determined by the prices given in the annual price list), and the articles so replaced will be destroyed and dropped from returns in the manner prescribed in paragraph 1186. Any excess of breakage will be replaced only under extraordinary circumstances, or when values have been charged as herein provided, and requisitions calling for such excess must show clearly the circumstances or the fact that charge has been made. Estimates calling for articles other than china and glassware must show the necessity for them, and if to replace articles lost or stolen, must be accompanied by the report of a surveying officer, unless values have been charged as hereinbefore directed.

1189. There will be furnished by the Quartermaster's Department to all duly authorized bands of the Army the following-named musical instruments, viz: Db piccolo, terz and concert flutes, Eb and Bb cornets, Eb and Bb trumpets, Eb and Bb clarionets, Eb altos, Bb trombones (valve or slide), Bb baritones, Eb, Bb, and BBb bassos, bass and snare drums, cymbals, triangles, music stands, and extra parts for the repair of the instruments; also batons with suitable cords and tassels for use of drum majors of all dismounted bands. Mounted bands may be supplied with a pair of kettledrums in lieu of the bass and tenor drums, cymbals, and triangles, and also with altos, trombones, and bassos of helicon shape. A flugelhorn may be furnished in lieu of the Eb trumpet, a euphonium in lieu of one alto, one Eb alto saxophone, and one Eb baritone saxophone in lieu of two cornets; but under no circumstances will more than a complete instrumentation for 28 musicians be supplied. In making requisition for band instruments a statement showing the number and kind on hand and their condition should accompany the same. All the property specified will be accounted for by the quartermaster of the regiment. When any instrument has become unserviceable, it will be submitted to a surveying officer. A copy of his report will be forwarded to the Quartermaster-General with a view of having the instrument repaired, if practicable, or otherwise disposed of. When an instrument needs minor repairs, involving only a slight expense, and the work can be done in a workmanlike manner in the vicinity of the post, it will not be necessary to submit the instrument to a surveying officer. Such repair may be secured upon the written order of the commanding officer, but a report of the nature of the work and cost involved will be made to the Quartermaster-General through proper military channels.

1190. There will be furnished by the Quartermaster's Department to each field battery two small brass Bb bugles; to every other company two G trumpets with F slides, and if desired, detachable F crooks. Foot troops may use the drums and fifes in lieu thereof, if desired by regimental commanders. Whistles will be furnished for such sergeants, corporals, or musicians as are required to use them. The foregoing articles will conform to patterns in the office of the Quartermaster-General, and will be accounted for as equipage.

1191. The allowance of corn brooms, scrubbing brushes and mops will not exceed the following:

For each organization having an authorized maximum strength of 150 enlisted men or over, 9 brooms, 6 brushes, and 3 mops per month.

For each organization having an authorized strength of less than 150 enlisted men and over 60, 6 brooms, 4 brushes, and 2 mops per month.

For each organization having an organized strength of 60 men or less, 2 brooms, 1 brush, and 1 mop per month.

Three brooms and 2 brushes per annum for each noncommissioned officer entitled to a room as quarters.

Six brushes and 4 mops per annum to each post bakery.

Twelve brooms and 8 brushes per annum to each city recruiting station.

Commanding officers may, when necessary, order the issue of not to exceed 6 brooms and 6 mops per annum to each public office and building heated by the Government.

The necessity for and the fact of issue must in all cases be certified by the officer commanding the organization or in charge of the office or building and verified by the commanding officer.

They will habitually be drawn quarterly, but may be drawn when needed. If less than the maximum allowance be drawn in one quarter, credit can not be given in another.

1192. Commanding officers may, when necessary, order the issue of six cans of concentrated lye and six cakes of sapolio per month to each company, and one-half that quantity to each band, and the necessary quantity for buildings heated by the Government and not thus provided for.

1193. The use of serviceable tents or other canvas for any other purpose than that for which such articles are furnished is prohibited, except in cases of emergency when necessary to protect public property. When troops are not engaged in active service, all tentage (except shelter tents), all tent stoves and stovepipe will habitually be kept in storage by the quartermaster.

TELEGRAPHING.

1194. The telegraph will be used only in cases of urgent and imperative necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interests. In cable dispatches only such words will be sent as are necessary to a clear understanding of their contents.

1195. The War Department Telegraphic Code will be accounted for on the post return and transferred upon change of post commanders. The post commander is required to retain the code in his custody, and is responsible for the key and its proper use. Department commanders, from time to time, and particularly when post commanders are changed, will make use of the code. When military necessity causes it to be destroyed, it should be burned leaf by leaf.

1196. Accounts for telegrams on military business prepared on the prescribed form in the name of the telegraph company rendering the service and accompanied by the original telegrams, in the case of telegrams sent checked "paid," and in the case of telegrams received checked "collect," by the impression copies thereof, will be paid by the Quartermaster's Department, with the the following exceptions:

1. Accounts for reimbursement of amounts paid by officers for telegraphic service, which will be prepared upon prescribed forms.

2. Accounts for telegrams on public business of a confidential nature when in the opinion of the officer receiving or sending them it is improper that copies should accompany the accounts, or where copies can not be procured. When it is questionable whether the telegrams are on official business or that the telegraph should have been used, such accounts will be accompanied by full explanations from the officer who sends or receives the telegrams.

The accounts excepted in this paragraph will be forwarded to the Quartermaster-General for settlement.

In settling accounts for telegrams which pass over the lines of more than one company (bond-aided excepted), payment may be made on the original telegram to the initial company for the entire service.

1197. Telegrams making application for leave of absence or extension of leave, or of inquiry whether leave has been granted, and the replies made thereto by telegraph, will not be sent or paid for as public dispatches.

1198. In framing telegrams all words not important to the sense will be omitted. The last name of the officer addressed, or his title, and the last name of the sender are generally sufficient.

1199. In each territorial department a quartermaster will be assigned by the department commander to the duty of adjusting and settling telegraph accounts under the instructions of the Quartermaster-General.

1200. Blank forms for official telegrams will be furnished by the Quartermaster-General for use in the military service.

1201. Nothing is required of officers sending telegrams beyond the delivery of the message to the company. The proper quartermaster will receive from telegraph companies their accounts, with proofs of service (which should be original telegrams whenever praticable), and will prepare and certify vouchers for the same and pay them, or forward them for settlement as is required in paragraph 1196. Information desired by telegraph companies in regard to military business will be obtained from the Quartermaster's Department.

1202. When telegrams are sent "collect" by private individuals, the nature of the telegrams should govern the action of the disbursing quartermaster. If strictly on Government business, payment will be made by the United States.

1203. Whenever special delivery is necessary to expedite the delivery of an official telegram, or where the place of delivery is located beyond the established free-delivery limits, the officer filing the telegram for transmission should mark it "special-delivery charges paid." The special-delivery charges, which should be included in the bill of the telegraph company for the transmission of the telegram, will be paid by the quartermaster designated to pay the telegraph accounts in the department in which the telegram originated.

If the addressee lives at such a distance from the telegraph office as to make the special-delivery charges excessive, and the delay will not be of a serious nature, the telegram should be marked: "By mail from ——," indicating the name of the telegraph office from which the telegram should be mailed.

TELEPHONING.

1204. Where telephoning is practicable, accounts for the same may be paid from the appropriation for the payment of telegraphic service.

ARTICLE LXXV.

THE SUBSISTENCE DEPARTMENT.

NOTE.—Regulations for the government of the Subsistence Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Commissary-General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL DUTIES.

1205. The Subsistence Department supplies, from funds duly appropriated for that purpose, subsistence for enlisted men and others entitled thereto, and also supplies, articles for authorized sales and issues.

The Commissionary-General furnishes lists of articles authorized to be kept for sale, and gives instructions for procuring, distributing, issuing, selling and accounting for all subsistence supplies.

COMMISSARIES.

1206. Purchasing commissaries make purchases of supplies in accordance with Article LI, and distribute them as directed. Upon direct calls of chief commissaries they transfer to commissaries of posts and stations such funds from the appro-

priation "Subsistence of the Army" and such authorized subsistence supplies as chief commissaries, under instructions from department commanders, deem necessary.

1207. A chief commissary will make calls upon purchasing commissaries designated by the Commissary-General for funds and supplies for posts and stations supervised by him, and under instructions from the Commissary-General will furnish funds and supplies to posts within his department which are exempted from the supervision of the department commander. He will keep a commissary book for each post and station, and decide whether the quantities of articles called for on requisitions should be allowed, increased, or diminished.

1208. Commissaries will make timely estimates and requisitions, approved by their commanding officers, for funds and supplies for the troops with which they serve, and forward them, through military channels, to the chief commissaries. If any of the supplies can be obtained advantageously in the vicinity of the places where needed, the fact will be noted in detail on the requisitions by the commissaries.

SUBSISTENCE SUPPLIES IN BULK.

1209. Subsistence supplies comprise—

1. Subsistence stores consisting of articles composing the ration, those for other authorized issues, and those furnished for sale to officers and enlisted men.

2. Subsistence property, consisting of the necessary means for handling, preserving, issuing, selling, and accounting for these stores.

1210. When articles of food in good condition furnished for sale have accumulated at a post, and will become damaged if kept on hand solely for sale, the excess may be issued to troops in lieu of parts of the ration of equal money value on request of company commanders for such issue. In case of articles which are equivalents of some of the components of the ration, issues may be made in the quantities prescribed for the components. No stores thus issued are to be bought by the commissary as savings.

When canned baked beans accumulate at a post in excess of anticipated demands for travel rations or for sale, they may, to prevent loss by deterioration, be issued, upon the order of the commanding officer, at the rates prescribed for that article when issued as part of the travel ration.

1211. Stores longest on hand, if in fit condition, will be first issued, sold or shipped.

1212. Subsistence supplies in good condition, but not required for use, will be disposed of under the direction of the Commissary-General. In urgent cases, such as sudden abandonment of a post, liability to rapid deterioration, etc., they may be sold, or otherwise properly disposed of, on the recommendation of an inspecting officer, approved by a commanding general.

1213. Subsistence supplies will not be transferred gratuitously to another staff department, nor obtained, issued, sold, or otherwise disposed of, except as authorized by regulations.

TRANSFERS IN BULK.

1214. When subsistence supplies are to be transported, the invoicing commissary will make timely requisition in writing upon the proper quartermaster, stating as nearly as possible the kind and amount of supplies to be transported, when they will be ready for delivery, when they should reach their destination, and any other information relating thereto which the quartermaster should possess. The commissary will give the quartermaster invoices in duplicate of the packages and their contents as marked and obtain from him receipts in duplicate. The commissary will forward similar invoices in duplicate to the consignee and obtain receipts in duplicate from him.

STOREHOUSES.

1215. Storehouses, sheds, paulins, or other means of covering and protecting subsistence supplies will ordinarily be provided by the Quartermaster's Department.

1216. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near subsistence storehouses.

FRESH MEATS.

1217. Fresh meats from the block will usually be provided for troops by contract. Beef cattle will ordinarily be purchased only when necessary for supplying beef to troops in campaign or on the march.

THE RATION.

1218. A ration is the allowance for the subsistence of one person for one day and varies in components according to the station of the troops or the nature of the duty performed, being severally known as the garrison ration, the field ration, the travel ration, the Filipino ration, and the emergency ration. The garrison ration is issued to troops in garrison or in permanent camps; the field ration to troops not in garrison or permanent camps; the travel ration to troops traveling otherwise than by marching, or when for short periods they are separated from cooking facilities; the Filipino ration for use of the Philippine scouts, and the emergency ration to troops in active campaign for use on occasions of emergency.

1219. Enlisted men, prisoners of war, military prisoners at posts, hospital matrons, and nurses in the Nurse Corps are each entitled to one ration in kind per day, according to the station or the nature of the service; and when the rate of pay of a civilian employed with the Army does not exceed $60 per month, if the circumstances of his service make it necessary and the terms of his engagement provide for it, there may be issued to him in kind one garrison or field ration per day, according to the exigencies of the case. Civilian employees traveling with organizations of troops will be rationed as are the organizations.

1220. Rations will be furnished to officers and men of the Marine Corps and to officers and seamen of the Navy when acting, or proceeding to act, in cooperation with the land forces of the United States, in conformity to the requirements of section 1143 of the Revised Statutes.

1221. The kinds and quantities of articles composing the garrison ration, the field ration, the travel ration, and the Filipino ration, and the quantities computed for 100 rations, are as follows:

1. GARRISON RATION.

Articles.	Quantities per ration.		Quantities per 100 rations.		
	Ounces.	Gills.	Pounds.	Ounces.	Gallons.
MEAT COMPONENTS.					
Fresh beef	20		125		
or fresh mutton, when the cost does not exceed that of beef	20		125		
or bacon	[a]12		75		
or canned meat, when impracticable to furnish fresh meat	16		100		
or dried fish	14		87	8	
or pickled fish	18		112	8	
or canned fish	16		100		
BREAD COMPONENTS.					
Flour	18		112	8	
or soft bread	18		112	8	
or hard bread, to be ordered issued only when impracticable to use flour or soft bread	16		100		
or corn meal	20		125		
VEGETABLE COMPONENTS. [b]					
Beans	2 2/5		15		
or pease	2 2/5		15		
or rice	1 3/5		10		
or hominy	1 3/5		10		

[a] In Alaska, 16 ounces bacon or, when desired, 16 ounces salt pork or 22 ounces salt beef.
[b] In Alaska the allowance of fresh vegetables will be 24 ounces instead of 16 ounces.

1. GARRISON RATION—Continued.

Articles.	Quantities per ration.		Quantities per 100 rations.		
	Ounces.	Gills.	Pounds.	Ounces.	Gallons.
VEGETABLE COMPONENTS—continued.					
Potatoes	16		100		
or potatoes 12⅘ ounces and onions 3⅕ ounces	16		100		
or potatoes 12⅘ ounces and canned tomatoes 3⅕ ounces	16		100		
or potatoes 11⅕ ounces and other fresh vegetables (not canned) 4⅘ ounces, when they can be obtained in the vicinity or transported in a wholesome condition from a distance	16		100		
or desiccated vegetables,[a] when impracticable to furnish fresh vegetables	2⅖		15		
FRUIT COMPONENT.					
Dried or evaporated fruits (prunes, apples, or peaches), 30 per cent of the issue to be prunes, when practicable	1⅗		10		
COFFEE AND SUGAR COMPONENTS.					
Coffee, green	1⅖		10		
or roasted and ground coffee	1 7/25		8		
or tea, black or green	8/25		2		
Sugar	3⅕		20		
SEASONING COMPONENTS.					
Vinegar		8/25			1
or vinegar 4/25 gill and cucumber pickles 4/25 gill		8/25			1
Salt	16/25		4		
Pepper, black	1/25			4	
SOAP AND CANDLE COMPONENTS.					
Soap	16/25		4		
Candles[b] (when illumination is not furnished by the Quartermaster's Department)	8/25		1	8	

[a] In Alaska, 3⅗ ounces instead of 2⅖ ounces. [b] In Alaska, 8/25 ounce instead of 8/25 ounce.

2. FIELD RATION.

Articles.	Quantities per ration.		Quantities per 100 rations.		
	Ounces.	Gills.	Pounds.	Ounces.	Gallons.
MEAT COMPONENTS.					
Fresh beef or mutton, when procurable locally	20		125		
or canned meat, when fresh meat can not be procured locally	16		100		
or bacon	12		75		
BREAD COMPONENTS.					
Flour	18		112	8	
or soft bread	18		112	8	
or hard bread	16		100		
Baking powder, when ovens are not available	18/25		4		
or hops, when ovens are available	7/50			2	
or dried or compressed yeast, when ovens are available	1/25			4	
VEGETABLE COMPONENTS.					
Beans	2⅖		15		
or rice	1⅗		10		
Potatoes, when procurable locally	16		100		
or potatoes 12⅘ ounces, and onions 3⅕ ounces, when procurable locally	16		100		
or desiccated potatoes	2⅖		15		
or desiccated potatoes 1 23/25 ounces, and desiccated onions 12/25 ounce	2⅖		15		
or desiccated potatoes 1 23/25 ounces, and canned tomatoes 3⅕ ounces	5 7/25		32		

2. FIELD RATION—Continued.

Articles.	Quantities per ration.		Quantities per 100 rations.		
	Ounces.	Gills.	Pounds.	Ounces.	Gallons.
FRUIT COMPONENT.					
Jam, in cans	1 3/5		8	12	
COFFEE AND SUGAR COMPONENTS.					
Coffee, roasted and ground	1 7/25		8		
or tea, black or green	8/25		2		
Sugar	3 1/5		20		
SEASONING COMPONENTS.					
Vinegar		8/25			1
or vinegar 4/25 gill, and cucumber pickles 4/25 gill		8/25			1
Salt	18/25		4		
Pepper, black	7/25			4	
SOAP AND CANDLE COMPONENTS.					
Soap	16/25		4		
Candles	6/25		1	8	

3. TRAVEL RATION.

Articles.	Per 100 rations.
	Pounds.
Soft bread	112 1/2
or hard bread	100
Canned corned beef, or corned-beef hash	75
Baked beans	25
Canned tomatoes	50
Coffee, roasted and ground	8
Sugar	15

4. FILIPINO RATION.

Articles.	Quantities per ration.		Quantities per 100 rations.		
	Ounces.	Gills.	Pounds.	Ounces.	Quart.
MEAT COMPONENTS.					
Fresh beef	12		75		
or bacon	8		50		
or canned meat	8		50		
or canned fish	12		75		
or fresh fish	12		75		
BREAD COMPONENTS.					
Flour	8		50		
or hard bread	8		50		
Baking powder (when in field and ovens are not available)	8/25		2		
VEGETABLE COMPONENTS.					
Rice	20		125		
Potatoes	8		50		
or onions	8		50		
or desiccated vegetables	1 1/5		7	8	
COFFEE AND SUGAR COMPONENTS.					
Coffee, roasted and ground	1		6	4	
Sugar	2		12	8	
SEASONING COMPONENTS.					
Vinegar		2/25			1
Salt	18/25		4		
Pepper, black	7/25			2	
SOAP AND CANDLE COMPONENTS.					
Soap	16/25		4		
Candles	3/25			12	

1222. Food on transports for troops traveling will be prepared from the articles of subsistence stores which compose the ration for troops in garrison, varied by the substitution of other articles of authorized subsistence stores of equal money value when required. No savings will be allowed to troops on transports.

1223. Troops on active campaign may be supplied with an emergency ration, prepared under direction of the War Department, which will not be used at any time or place where regular rations are obtainable, except in such limited issues as may be necessary to familiarize the troops with its use. It will be carried in the haversack or saddlebags, and accounted for at inspection, etc., by the soldier. It will not be opened except by order of an officer, or in extremity. If improperly opened or lost the money value will be charged against the soldier.

1224. Fresh meats will ordinarily be issued seven days in ten and salt meats three days in ten. If fish (dried, pickled, or canned) is issued it will be in substitution of salt meat. The proportion of the meat issues to troops may be varied at the discretion of department commanders, not, however, without due consideration being given to the equitable rights of contractors engaged in furnishing fresh meats to the troops under their commands. Whenever the issue of both the fresh meat and vegetable components is impracticable, there may be issued in lieu of them canned fresh-beef-and-vegetable stew, or fresh-beef hash, or corned-beef hash, at the rate of 28½ ounces to the ration. The meat component to which the sick in hospital, drawing rations in kind, are entitled may, at the discretion of the medical officer, be called for and issued wholly in fresh beef, or partly in fresh beef and partly in salt meats.

1225. When troops are not supplied with fresh or desiccated vegetables in kind by the commissary, or when under paragraph 349 the troops raise vegetables for their own use in post gardens, and such use does not prejudice the interests of any contractor under his contract for supplying fresh vegetables to the post, commutation of the fresh-vegetable portion of their rations will be allowed by the commissary at the prices of potatoes and onions in the vicinity of the post, or in the market from which the post is supplied, in the proportion of 80 per cent of potatoes and 20 per cent of onions, the commutation prices being determined monthly by the chief commissary of the department in which the post is situated. Where the raising of vegetables in a post garden is contemplated, the post commissary, with the approval of the post commander, will notify the chief commissary of the period during which the post garden will be relied upon for vegetables, and that period will be excepted from the operation of any contract that may be made for supplying vegetables to the post.

1226. At posts and stations where illumination is furnished by the quartermaster's department, candles are not issued as part of the ration except to individuals whom it is not practicable for that department to supply with illuminants.

1227. When troops supplied with travel rations arrive at their destination or rejoin their station, such of the travel rations furnished them in excess of the time actually consumed by the journey as may be in good condition will be turned in to the commissary in exchange for the regular ration, and subsistence upon the latter will thereupon be immediately resumed.

1228. In adjusting charges to be made against enlisted men or others on account of increased expense to the Government for their subsistence, the value of the garrison, field, and Filipino rations will be estimated at 20 cents each; that of the travel ration at 40 cents.

LIQUID COFFEE.

1229. When enlisted men supplied with cooked or travel rations travel unaccompanied by an officer, funds for the purchase of liquid coffee in lieu of the coffee and sugar portion of the travel ration, at the rate of 21 cents per day for the anticipated number of days' travel, may, on the order of the commanding officer who directs the journey, be paid to each man and his receipt therefor taken on a receipt roll, which

must be accompanied by a copy of the order. When enlisted men supplied with cooked or travel rations travel under command of an officer, funds at the same rate for the same purpose will be transferred to him, to be disbursed and accounted for. At the end of the journey all money in excess of 21 cents per day per man for the actual number of days traveled will be transferred to the nearest commissary. Should any part of the 21 cents per day per man for the actual number of days traveled be unexpended, it will be transferred to company commanders pro rata, to be taken up by them as part of the company fund.

ISSUES OF RATIONS.

1230. Issues of rations to troops will be made on ration returns signed by the immediate commanders of the organizations, and the issues ordered by the commanding officer of the post or station. Ration returns will be made for the individuals of the organizations actually present, and for only such quantities as the organizations can receive and properly care for, and will be presented at the place where and time when rations are due. Ration returns (Form No. 53, for a company, troop, battery, detachment, etc., and Form No. 66, for a regiment, or, ordinarily for the total of separate organizations at a post) will, whenever practicable, be made and submitted with the morning reports on the following dates and will cover the following ration periods: On the day preceding the first day of the month, for the ration period from the first to the tenth day of the month, both days inclusive; on the tenth day of the month, for the ration period from the eleventh to the twentieth day of the month, both days inclusive; on the twentieth day of the month, for the ration period from the twenty-first to the last day of the month, both days inclusive; and will be based upon the full strength present on the days of submission as shown by the accompanying morning reports for those days. Commanding officers of organizations will give special attention to the duty of adding and deducting rations on the returns on account of men joining and leaving during the immediately preceding ration periods, and post and regimental commanders before approving such returns for issue will cause the additions and deductions thereon to be verified from the morning reports on file. The days for drawing the rations from the commissary will be fixed by the post or brigade commander. Rations will not be issued for a past period if troops have been sufficiently subsisted, nor will back rations be purchased as savings.

1231. The ration returns (Form No. 53) of all separate organizations of a regiment or post for the same ration period will be entered by the regimental or post adjutant upon the consolidated ration return (Form No. 66), which latter return after approval by the regimental or post commander will be issued upon by the commissary, care being exercised by the regimental and post commanders to see that all additions and deductions of rations have been correctly made (A. R. 1230). The commissary will enter the totals of the consolidated ration return on his abstract of issues (Form No. 40), and there will be shown in the proper column on the abstract the several organizations for whom issues were made, giving the strength of each.

1232. The ration as issued to troops will be issued on ration returns, signed by the medical officer in charge and approved by the commanding officer, to the hospital corps, the hospital matrons, the nurses of the nurse corps, and to such patients in hospital as can be subsisted on the ration as ordinarly issued.

1233. Issues of rations to civilians employed with the Army will be made on ration returns signed by the officers in charge of the employees, when ordered by the commanding officer.

1234. Subsistence supplies will be issued to the organized militia of the several States, Territories, and the District of Columbia in accordance with the provisions of "An act to promote the efficiency of the militia, and for other purposes," approved January 21, 1903, upon proper requisition therefor.

1235. The medical officer in charge of a general, post, or camp hospital, hospital ship, or transport carrying patients is authorized to purchase, in conformity with the requirements of Article LVI, such articles of food, both solid and liquid, not carried in stock by the subsistence officer who issues rations to the hospital, and to call upon such subsistence officer for the issue of such quantities of articles from the stock already on hand as, in the judgment of the medical officer, are required for the diet of enlisted patients under his charge who are too sick to be subsisted on the ration as ordinarily issued; the total combined money value of the stores hereby authorized to be purchased and issued as above in any month not to exceed the rate calculated on the month's transactions of 40 cents per man per day for those actually requiring special diet. Subsistence officers are authorized to pay all duly certified bills of purchases made by medical officers under the provisions of this paragraph, or to make the purchases themselves at the request of the medical officers, and to make issues for special diet hereunder from stores on hand at their request, provided the rate of 40 cents per man per day for those enlisted men actually requiring special diet is not exceeded in any month. No article from the special diet allowance will be purchased from any other source so long as the Subsistence Department has it in stock.

1236. When a ration has been drawn by the hospital for an enlisted patient for a ration period and it becomes necessary during that period to put him upon special diet, due deductions will be made by the surgeon in charge on the next ration return of the hospital for the rations unused by him; and, reciprocally, when a patient on special diet has been restored in a ration period to regular diet, the necessary additions will be made on the next ration return of the hospital for the rations used by him.

1237. Medical officers having enlisted patients on special diet will make return of such patients at the end of each month on Form No. 69, Subsistence Department, and send the same to the subsistence officer. After the subsistence officer has entered the vouchers for purchases and the articles issued for special diet and deduced the rate per man per day which the special diet for the month has cost, the certificates at the foot of the form will be duly executed by the medical officer and the subsistence officer. The form will then be submitted to the commanding officer for his approval, after which it will be filed with the subsistence officer. If the medical officer has made open-market emergency purchase exceeding $200 in amount, the report on Form No. 9 (required by paragraph 552) signed by him will be furnished the subsistence officer. As authorized articles of special diet are immediately expendable by the medical officers, Form No. 69 when duly executed will be accepted by the Commissary-General as the return of the medical officer for the subsistence stores involved. Purchase vouchers certified by medical officers will state that the stores will be accounted for "on Form No. 69, to be filed with the return of subsistence stores of ——— for the month of ———, 190—."

1238. The formation of a hospital fund from articles purchased for special diet for enlisted men too sick to use the army ration, or the application of such articles to uses other than those for which intended, is prohibited. Such articles will, as far as practicable, be procured in quantities sufficient for the needs of specific patients only, and no large accumulations will be made. Nothing in this regulation will be construed to prevent the maintenance of a hospital fund from savings of the rations of the Hospital Corps, and the patients who do not require special diet.

1239. Issues of rations will be made in the full net weight or measure of the articles called for. Articles required for consumption will be removed from the storehouse. Those remaining will be settled for as savings, under paragraphs 1246, 1247, and 1248. No articles once removed from the storehouse will be purchased as savings, except on the order of the commanding officer.

1240. When one, two, or three enlisted men travel under orders, the travel order of each man will have indorsed on it the certificate of his commanding officer as to the time to which he was last rationed, etc., in the form prescribed by paragraph 1258, and if commutation of rations is allowed it will be paid in the manner directed by that paragraph. Travel orders retained by soldiers will be turned over to the commissary from whom rations are next to be drawn, who will file them with his abstract of issues, or his receipt roll of commutation paid, as the case may require. When any considerable detachment of enlisted men leaves a post or command, the detachment commander will be furnished by the commissary with a ration certificate giving the number of men and the organizations to which they belong, and setting forth the date to which, and by whom, rations were last issued for them, which ration certificate will be presented to the commissary from whom rations are next drawn, who will file it with his abstract of issues. Employees entitled to rations are, when detached, furnished with ration certificates.

1241. When a person entitled to rations leaves an organization or is ordered to travel with travel rations, the rations issued to him for any period beyond the date of his leaving and not taken with him will be deducted on the next ration return of the organization. The ration return of an organization will include all persons belonging to it who are to draw their rations separately; the names of such persons will be written on the ration return.

OTHER ISSUES OF SUBSISTENCE STORES.

1242. The following issues are made when necessary for the public service:

Articles.	Allowance.	
	Quantity in bulk.	Equivalent in rations.
1. Candles, when oil, gas, or electricity for illuminating purposes is not furnished by the Quartermaster's Department:		
To headquarters of a division or deparment, per month	30 pounds..	2,000
To headquarters in the field—		
Of each separate army, when composed of more than one corps, per month	40 pounds..	2,667
Of an army corps, per month	30 pounds..	2,000
Of a division, per month	20 pounds..	1,333
Of a brigade or regiment, per month	10 pounds..	667
Of a battalion or squadron, per month	10 pounds..	667
To a division hospital, per month	40 pounds..	2,667
To a brigade hospital, per month	30 pounds..	2,000
To a regimental hospital, per month	20 pounds..	1,333
To offices and storerooms—		
Of the chief quartermaster or chief commissary of a department or depot of supply, from April 1 to September 30, per month	10 pounds..	667
Of the quartermaster or commissary of a post, from April 1 to September 30, per month	5 pounds..	333
From October 1 to March 31, not exceeding double the above quantities.		
To guards—		
To the principal guard of each camp, per month	12 pounds..	800
2. Lantern candles:		
To stables—		
Such number of pounds as the commanding officer may order as necessary.		
3. Matches:		
For lighting fires and lamps for which fuel and illuminating supplies are issued—		
Such quantities as the commanding officer may order as necessary.		
4. Toilet paper:		
For use of enlisted men stationed at such military posts and camps as are provided with modern water-closets with sewer connections—		
For each two enlisted men, per month, one package or roll of 1,000 sheets.		
For use in water-closets of post guardhouses where such closets have sewer connections—		
Such quantities as the commanding officer may order as necessary.		

Articles.	Allowance.	
	Quantity in bulk.	Equivalent in rations.
5. Salt, rock:		
For public animals—		
For each animal, per week	4 ounces	6⅔
Or, when in the opinion of the commanding officer so much is necessary, not exceeding, per month	1 lb. 8 oz.	37½
6. Vinegar:		
For every 100 public horses or mules, for sanitary purposes—		
Such amount as the commanding officer may order as necessary, not exceeding, per week	2 gallons	200
7. Flour:		
For paste used in target practice—		
Such quantity as the commanding officer may order as necessary, not to exceed 50 pounds for each troop, battery, or company during the target-practice season.		
8. Towels, huck:		
For use in the offices of the adjutant, quartermaster, and commissary—		
Such number as the commanding officer may order, not to exceed twelve per year, for each office.		
9. Ice:		
Where ice can be furnished to organizations of enlisted men of the Army it may be issued by the Subsistence Department where rations are issued in kind at not more than two (2) pounds for each ration subject to the following conditions: The maximum allowance to any organization or detachment to be 100 pounds per day. No allowance of ice will be made to troops stationed north of the 43d parallel of north latitude, except as provided below. To troops stationed between the 37th and 43d parallels of north latitude and in the States of Washington, Oregon, and Idaho the allowance will be for six months only, beginning the 16th of April and ending the 15th of October. To troops stationed south of the 37th parallel of north latitude the allowance will be for the whole year. No savings or wastage will be allowed on ice. Allowance of ice will not be subject to commutation.		

At posts or other places where troops are stationed where ice plants are operated by the Quartermaster's Department the authorized issues of ice to troops and to the Subsistence Department for the preservation of subsistence stores will be made by the Quartermaster's Department upon requisitions approved by the commanding officer.

The issues are made on ration returns signed by the officer in charge and issues are ordered by the commanding officer, the latter determining what quantities, within the limits above prescribed, shall be issued. Candles, rock salt, vinegar, and flour for the foregoing purposes are entered on the ration returns and on the abstract of issues in terms of rations, ice and lantern candles in pounds, toilet paper in rolls or packages, and matches in boxes. The returns and abstract show for what places the candles, towels, and toilet paper are intended, and the number of animals and period for which rock salt and vinegar are drawn, giving the troop, battery, etc., to which they belong. Towels will be issued on receipts to the commissary. They will not be accounted for on the returns of the officers receiving them, but will be continued in use until worn out.

1243. Such of the following articles as may be necessary, not to exceed in value 50 cents per month for each general prisoner confined at a military post without pay or allowances, will be issued by commissaries on the 15th day of each month to the officer in charge of prisoners, viz:

Beeswax.	Buttons.	Scissors.
Blacking, shoe.	Combs, fine.	Shoestrings, porpoise.
Brooms, whisk.	Combs, horn.	Soap, issue.
Brushes, blacking.	Mugs, shaving.	Soap, shaving.
Brushes, hair.	Needles.	Thread.
Brushes, shaving.	Razors.	Toilet paper.
Brushes, tooth.	Razor strops.	Toweling, unbleached

Requisitions for these articles will set forth the number of general prisoners present at the post, and must be approved by the post commander. The receipt of the officer in charge will be the commissary's voucher for dropping the articles from his return. No articles issued under this paragraph, except tooth brushes, fine combs, buttons, shoestrings, and thread, will be carried away by prisoners when transferred or discharged. Towels used by prisoners will be laundered by those who use them. When specially authorized by the Secretary of War, the Subsistence Department will supply to posts where thirty or more general prisoners are confined a sewing machine and other necessary tailors' utensils for use in mending prisoners' clothing.

Articles issued in pursuance of this paragraph will not be accounted for on property returns by officers receiving them, but will be continued in use until worn out.

1244. A recruiting officer stationed elsewhere than at a military post is authorized to purchase such of the following articles as may be necessary for the use of all the recruits at his station at an expense not exceeding 70 cents per month, namely:

Blacking, shoe.
Brooms, whisk.
Brushes, blacking.
Brushes, hair.
Combs, coarse horn.
Toilet paper.
Toweling, unbleached.

If the officer is supplied with subsistence funds, he will pay the vouchers made out on Form No. 8, the certificate thereon being properly modified. If not supplied with funds, he will send the duly certified vouchers for payment to the chief commissary of the department in which the recruiting station is located. The towels in use by recruits at recruiting stations will be laundered at the expense of the Quartermaster's Department.

At a recruiting station at a military post such quantities of unbleached toweling, not exceeding 12 yards for a six months' supply, and such quantity of issue soap as may be necessary, will be issued to the recruiting officer at the post by the commissary upon requisition, approved by the commanding officer, for use exclusively by applicants for enlistment, recruits on probation, and newly enlisted men awaiting transfer to permanent stations. Towels will be laundered by those who use them. The receipt of the recruiting officer will be the commissary's voucher for dropping the articles from his return.

Articles issued in pursuance of this paragraph will not be accounted for on property returns by officers receiving them, but will be continued in use until worn out.

Such quantities of toilet paper as may be absolutely necessary for the use of recruits at recruit rendezvous will be issued by the commissaries to the officers in charge on requisitions approved by the post commanders. The receipt of the officer in charge will be the commissary's voucher for dropping the articles from his return.

1245. Subsistence will not be issued to destitute persons except when the commanding officer assumes the responsibility of ordering the issue to relieve starvation or extreme suffering. In such cases the circumstances will be fully stated in the order.

SAVINGS.

1246. All articles of the ration (excepting those designated by the Commissary-General) due a company, bakery, or other military organization, and not needed for consumption, will, if public loss will not result, be retained for reissue by the commissary and will be paid for by him as savings at the invoice prices. All savings of bacon must be paid for at prices of crate bacon, and flour at prices of the same in ordinary sacks. Savings not needed by the commissary for reissue may be sold by companies, bakeries, or other organizations to any purchasers. The drawing of a component article of the ration in place of a less expensive article of the same component with a view other than its consumption by the organization is strictly prohibited.

1247. Savings purchased by the commissary will be entered on a receipt roll, in duplicate, in the name of the organization to which they belong, and the money value receipted for by the officer in charge thereof. Payments for hospital savings will be made to the surgeon of the post or station.

1248. If savings are not paid for by the commissary in the month in which accumulated, the proper organization will be furnished with an extract, in duplicate, of the receipt roll, showing stores received from it and the amount due, which, duly certified by the commissary and approved by the commanding officer, will be presented for payment to any commissary having funds for the purpose.

COMMUTATION.

1249. Commutation of rations may be allowed at the following rates, under the conditions mentioned, viz:

Conditions.	Rate per day each.	
	Enlisted men and nurses.	Philippine scouts.
1. To enlisted men, Philippine scouts, male or female nurses on the expiration of their furloughs or leaves, provided that on or before the last day thereof they have reported at their proper stations or have been discharged	$0.25	$0.25
2. To sergeants of the post noncommissioned staff (and enlisted men acting as such) on duty at forts and stations where there are no other troops.	.40	.....
3. To an enlisted man, a Philippine scout, or a male or female nurse on detached duty, stationed in a city or town where subsistence is not furnished by the Government	.75	.50
4. To an enlisted man or a Philippine scout traveling under orders from a place or station at which his rations have been regularly commuted	1.50	.75
5. To an enlisted man or a Philippine scout traveling under orders alone, when the journey can not be performed in twenty-four hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey)	1.50	.75
6. To two enlisted men or Philippine scouts traveling under orders as a detachment, or traveling under orders as a guard to an insane patient or military prisoner, when the journey can not be performed in twenty-four hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), each	1.50	.75
7. To an insane patient or military prisoner traveling under orders under guard of one or two enlisted men or Philippine scouts, when the journey can not be performed in twenty-four hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), to be paid on the order of the commanding officer in advance to, and to be receipted for by, the person to whose charge the patient or military prisoner is committed by the order	1.50	.75
8. To enlisted men or Philippine scouts selected to contest for places or prizes in division or army rifle competitions, while traveling under orders to and from places of contest, when the journey can not be performed in twenty-four hours and it is impracticable to carry rations of any kind (which fact must be stated in the order), each	1.50	.75

1250. Recruits forwarded from recruiting stations, recruit depots, or other military posts will be furnished the following allowances for subsistence while traveling, viz:

When one or two men are forwarded.	When more than two men are forwarded.
For a journey of 24 hours or less.	*For a journey of 24 hours or less.*
Travel rations, or cooked rations, to be obtained from the contractor for meals or from the company or general mess.	For a detachment of three or more men: Travel rations (or, if not available, cooked rations, to be obtained from the contractor for meals or from the company or general mess).
For a journey of more than 24 hours.	*For a journey of more than 24 hours.*
Commutation of rations at not exceeding 50 cents per meal ($1.50 per day) for each man.	For a detachment of three or more men: Travel rations if available, or, if not available, commutation of rations at not exceeding 50 cents per meal ($1.50 per day) for each man.

1251. Enlisted men, including recruits, ordered upon journeys which can be performed within twenty-four hours from the hour of starting must be subsisted during the journey upon cooked or travel rations drawn for the purpose from the company kitchen, the contractor for meals, or from the commissary.

1252. Enlisted men absent under orders from their stations upon recruiting duty for not exceeding three days will be deemed to be traveling under orders during the entire period, notwithstanding that some portion of the period may be occupied by detentions in the various towns which they visit in the performance of their duty, and their commutation of rations will be at the rate of $1.50 per day.

1253. Where meal tickets may be obtained for men traveling under orders, commanding officers may direct their use in lieu of commutation, or cooked, or travel rations, under rules published from time to time.

1254. An enlisted man not a recruit ordered, under subhead 5, paragraph 1249, of these Regulations, will be allowed commutation of rations at the rate of 50 cents per meal ($1.50 per day) for the time actually consumed in travel. The provisions of this paragraph do not apply to travel on army transports.

1255. Commutation of rations will not be allowed to enlisted men serving where subsistence is furnished by the Government; or traveling under orders when they can carry and cook their rations, or can carry cooked or travel rations; or for the time for which meal tickets are furnished; or traveling under orders on army transports or by steamboat or steamship where the passage rates include meals; or failing to report at their proper stations on or before the last day of furlough unless discharged; or recruiting parties at their stations; nor to civil employees.

1256. An order directing the travel of an enlisted man will state that the journey is necessary for the public service. If it be impracticable for him to carry rations of any kind, the order will so state and will direct commutation of rations to be paid; if required to be paid in advance, the number of days will be stated.

1257. An enlisted man traveling on duty under orders on a vessel of the United States transport service will not be allowed commutation of rations for the time he is aboard. He will be quartered with the enlisted men aboard and will mess with them, and the proper transport officer will indorse upon the travel order in the possession of the soldier the dates between which subsistence was so furnished. The travel order so indorsed will be turned over by the enlisted man at the end of the journey to the commissary by whom commutation of rations for any portion of the journey is paid, who will file it with the voucher on which payment is made. If commutation of rations is ordered paid in advance, the probable time on shipboard must be taken into account in determining the number of days' commutation to be allowed, and the paying officer will indorse the original order and make payment on a certified copy thereof in the manner directed in Army Regulations 1258 for paying commutation of rations in advance.

1258. Commutation of rations allowed to an enlisted man while traveling, when not directed to be paid in advance, will be paid to him at the end of his journey, upon presentation of the order for the journey, with the certificate of his commanding officer thereon in the following form: "Last rationed to include ———, 19—; will leave station at ———, ———, 19—; the rations overdrawn will be deducted from the ration return of Company ———, ——— Regiment of ———, for the period from ———, 19—, to ———, 19—," and a certificate signed by a commissioned officer in the following form: "Joined station at ———, ———, 19—." The period allowed by the paying officer will be the time required over the shortest usually traveled route. If ordered paid in advance, it will be paid upon presentation of a certified copy of the order directing the payment, having thereon the certificate in the above form of his commanding officer. In this case the paying officer will indorse the date, mode, and amount of payment, over his signature, on the order which is retained by the soldier, and certify on the copy that he has made such indorsement. The soldier

will deliver his retained order to the commissary at the station where rations are next drawn, who files it with his abstract of issues. The order, or copy thereof, on which commutation has been paid will be filed as a subvoucher to the receipt roll, and the paying officer will indorse on the order, or copy thereof, the date, mode, and amount of payment.

1259. The furlough of an enlisted man will show by memorandum of his company commander to what day he was last rationed and the number of rations, if any, drawn for him previous to his going on furlough, for the time covered by the furlough, and the certificate of his company commander on the back of the furlough will show the date on which he rejoined his proper station or was discharged and that the rations overdrawn for him were duly deducted from a ration return of his company. If entitled to commutation he will be paid by any commissary upon the presentation of the furlough containing the above memorandum and certificate. The paying officer will file the furlough as a subvoucher to his receipt roll, and indorse on the furlough the date, mode, and amount of payment. The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the period for which the furlough is given is within the competency of the authority cited no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations; but if the period is manifestly beyond the competency of the authority cited the furlough should when presented for payment of commutation of rations be accompanied by copies of all orders in pursuance of which it was given.

1260. An enlisted man granted a furlough with permission to travel on a vessel of the United States transport service will be quartered with the enlisted men aboard and will mess with them. The transport officer will certify upon the enlisted man's furlough the dates between which subsistence was so furnished. In paying commutation of rations on the furlough these days will be deducted.

1261. Enlisted men discharged while serving in places outside of the States composing the Union will be provided free transportation to the said States on Government transports upon direction of the commanding officers in the several localities and will be subsisted by the Subsistence Department to the port of destination. They will not be entitled to travel pay from port of embarkation to the United States, nor to commutation of rations for the time so subsisted on the transports. The fact that such transportation and subsistence have been furnished must be noted on the final statements.

1262. When an officer orders commutation of rations to be paid, or rations to be issued, to a soldier on furlough to enable him to reach his proper station, the paying or issuing officer will report the full amount paid, or the money value of the issue, to the soldier's company commander. Should the soldier reach his station on or before the last day of his furlough, the company commander will charge the full amount of the payment or issue against his pay on the next muster and pay roll. Should he reach his post after the expiration of his furlough, and the delay be not excused, the full amount will be similarly charged. Should the overstaying of his furlough be excused, the full amount, diminished by the value of the ration, at 20 cents per day, for the number of days during which he was absent after the furlough had expired, will be charged.

1263. When a furlough is lost, a certified copy prepared by his company commander, with the soldier's affidavit stating when, where, and the circumstances under which the loss occurred, that he reported at his station on or before the last day of his furlough or was discharged, and that no rations have been furnished nor commutation paid him for any portion of the time during which he was on furlough, may be presented within six months after the loss, through his company and post commanders, to the chief commissary for payment or other disposition.

1264. Enlisted men having claims for commutation of rations, and who are at a distance from a paying commissary, will be paid upon forwarding to the paying commissary their travel orders or furloughs, properly made out, accompanied by receipts, in duplicate. Enlisted men on detached duty entitled to commutation of rations may be similarly paid upon the certificate of the officer under whom they serve, setting forth the period for which commutation is due, accompanied by a copy of the authority for its allowance, or by a reference to such authority, if previously furnished.

SALES.

1265. Sales of subsistence stores (except of ice and forage for beef cattle) will be made at cost prices for cash to an officer on his certificate that the stores are for his personal or family use or for the use of an officers' mess of which he is the caterer, and will be similarly made on a certificate that they are for his or her personal use to a contract surgeon, a dental surgeon, a veterinarian, or a female nurse when stationed within a military post or serving with troops in the field. Sales will also be made at cost prices for cash to a member of the immediate family of an officer, during his absence, upon a written request by him to the commissary.

1266. Sales to officers paid for within the calendar month in which made will be regarded as cash sales; if not paid for within that month they will be reported as credit sales and so accounted for, and the amounts due collected through the Pay Department.

1267. Sales of reasonable quantities of stores will be made to an enlisted man on the active or retired list, for cash, upon his declaration, in writing, that they are intended for his own use. A company, detachment, hospital, post bakery, or post exchange may purchase for cash under similar conditions and upon the certificate of the officer in charge.

1268. Sales may be made on credit to officers and enlisted men who have not been regularly paid or who are in the field. Officers will certify that the stores are for their own use and receipt for them. Enlisted men will obtain permits from their company commanders, approved by the commanding officer, for purchases on credit. Permits will not be given to a soldier in excess of the unencumbered pay due him nor in any month in excess of his monthly pay. A recruit may be furnished on credit with such of the following articles as may be needed by him, viz: A hand basin, a piece of soap, a toothbrush, two towels, a comb, a hairbrush, a shoebrush, a box of shoeblacking, a whisk broom, a pipe, and not to exceed one pound of tobacco.

1269. An officer purchasing subsistence stores on credit will furnish the commissary making the sale with a receipt in duplicate (on Form No. 73, Subs. Dept.) setting forth the place and date of purchase, the name of the commissary who made the sale, and the money value of the stores so purchased. One copy of the receipt will be forwarded by the commissary to the paymaster who pays the officer, or to the chief paymaster of the department, and will be filed with the pay voucher on which collection is made. The duplicate receipt will be filed by the commissary with his retained Abstract of Sales. The names of the officers purchasing subsistence stores on credit, the organizations to which they belong, and the money value of the stores so purchased will be entered on the Abstract of Sales.

1270. Exceptional articles of subsistence stores called for by officers and enlisted men to be paid for by them regardless of condition upon arrival at posts, may, under such instructions as to purchase and accountability as may from time to time be given by the Commissary-General, be purchased and turned over to the Quartermaster's Department for transportation to the posts where desired.

1271. Civilians employed with the Army, including those expressly employed for their services as tailors, shoemakers, and laundrymen, may be allowed, at remote places or in the field where food can not otherwise be procured, to purchase from

the Subsistence Department, in limited quantities for their own use, for cash, at cost prices with 10 per cent added, such articles of the ration or of stores kept for sales to officers and enlisted men as can be spared from the supplies on hand.

1272. Articles purchased by the Subsistence Department by net weight will be sold at net weight at the time of sale. Where the weight of a wrapper or cover at the time of purchase was included in the weight of an article it will be included in the weight when the article is sold. Articles in cartons, packets, or sealed cans will be sold as purchased.

1273. Post commanders will regulate sales and delivery of supplies. Selling (except by the post exchange) or bartering of supplies purchased from the commissary is forbidden.

1274. The commanding officer of a post at or near which the immediate family of an enlisted man who is absent abroad resides may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase from the Subsistence Department at the post, for cash at cost prices, such quantities of subsistence stores as in his opinion may be reasonably needed for the sole use of the soldier's immediate family. The total amount of subsistence stores so sold to soldiers' families, will be entered by the commissary in a separate item on the abstract of sales each month.

1275. The commissary who sells to enlisted men on credit will make a statement of dues, in triplicate, for each company or organization to which the men belong. One copy will be furnished to the company or other commander, who will charge the dues on the next pay roll and on subsequent rolls until collected. If a recruit leaves his station or rendezvous before the money value of the articles furnished him on credit has been collected, the amount due will be noted on the descriptive and assignment card, in order that the paymaster may withhold it at the first payment after the recruit has joined his company.

1276. Amounts due from credit sales will be collected by paymasters, taken up by them and promptly transferred to a disbursing commissary, the paymaster giving duplicate invoices and taking receipts on each pay account or pay roll.

1277. Sales will be consolidated monthly on an abstract in duplicate. The commanding officer will satisfy himself that the purchases have been properly authorized and duly made and will so certify on the abstract. The copy of the abstract accompanying the commissary's account current will serve as a voucher to the account current, as well as to the officer's return.

1278. On the first day of each calendar month a list will be prepared at each post showing the prices at which stores will be sold during the month. The price for each article will be the invoice price of the last lot of that article received prior to the day on which the price list is prepared.

BLANK FORMS.

1279. Blank forms will be furnished to commissaries on periodical requisitions sent direct to the Commissary-General. Officers at posts will obtain them from the post commissaries.

ARTICLE LXXVI.

PAY DEPARTMENT.

NOTE.—Regulations for the government of the Pay Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Paymaster-General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL PROVISIONS.

1280. The Pay Department has charge of the supply and distribution of and accounting for funds for the payment of the Army, and such other financial duties as are specially assigned to it.

1281. The chief paymaster of a command, under the direction of its commander, will have control of all paymasters therein, and be responsible for the payment of the troops of the command.

1282. In payments to officers and enlisted men, the days of commencement and expiration of service will be included. When service begins on the 31st day of a month, pay will not be allowed for that day.

PAYMENTS TO OFFICERS.

1283. Officers will be paid monthly, on duplicate accounts, certified by themselves, according to prescribed forms.

1284. An officer of the Army will be paid within the limits of his department, and, as far as practicable, by the same paymaster, unless he is on leave of absence or detached duty beyond the limits of his department, or shall have transferred or disposed of his accounts as provided in paragraphs 1285 and 1286, or has the authority of the Paymaster-General for payment elsewhere. A retired officer will be paid in the department in which he resides unless he shall, for special reasons, desire to be paid elsewhere, when he will obtain the authority of the Paymaster-General for such payments.

1285. An officer may forward his pay accounts a few days before maturing to a paymaster, who shall hold them until maturity and then remit the amount to the officer, or if he so request place it to the officer's credit with a bank; but an officer will neither hypothecate nor transfer a pay account not actually due. When due it may be transferred, when the following form of indorsement will be strictly observed: "I certify that I have this —— day of ———, 190—, transferred the within account to ——— and have so notified the paymaster at (the station where it is to be paid)." When an account is so transferred the officer will, at the time of transfer, send a notification of the fact to the paymaster at the station where he is usually paid, and instruct the party to whom the account is transferred to forward it to such paymaster for payment. A transferred account will not be paid outside the department where the officer is stationed, except when transferred for the benefit of his family residing in another department, in which case the officer will send the notification, through the paymaster at the station where he is usually paid, to the paymaster whose station is nearest the address of the payee; the former to forward with the notification any information he may have affecting the validity of the account.

1286. An officer about to embark for service beyond the sea and desiring to to make provision for himself or his family in the United States, may send to the paymaster nearest the address of the payee, such full monthly accounts as he may elect, indorsing them as follows: "When due pay to ———," or, "When due place to the credit of ——— with ———," or, "When due place to my credit with ———." Such paymaster will immediately notify the chief paymaster of the department where the officer is to serve, of the months for which accounts have been so received, and will then pay them as they become due if the casualty list and stoppage circular show no bar to payment. Should an officer already in service beyond sea desire to have his accounts paid as described, he will forward them, through the chief paymaster of the department where he is serving, to the paymaster whose station is nearest the address of the payee, and the former will make a record of the accounts so forwarded. In either case the officer will, at the time of forwarding the accounts, notify the Paymaster-General of the months covered thereby, with the name and address of the person to whom payment is to be made, or forward the accounts through the office of the Paymaster-General.

1287. A person appointed to the Army, or receiving an appointment to a new office therein, is entitled to pay from date of acceptance only. If the appointment creates vacancies to be filled by promotion, the promoted officers are entitled to pay of the new grade from the date of acceptance of the appointee. In all other cases of promotion the officer is entitled to pay from date of the occurrence of the vacancy.

1288. An officer of the Army appointed to a grade in the volunteers or militia in the service of the United States superior to that held by him in the Army will be entitled to the pay and emoluments of the grade to which appointed from date of acceptance of such appointment or from date of muster in thereunder.

1289. An officer leaving the service by resignation, discharge, or through being wholly retired, will, before receiving final payment, make oath upon the final voucher of the correctness of the several items contained therein, stating the place of his residence and that he is not indebted to the United States on any account whatever, except as may be shown by certificates to be filed therewith. He will then forward such accounts to the Paymaster-General, who will cause certificates of nonindebtedness to be obtained and the accounts settled. An officer who has served in the Philippine Islands must also procure certificate of nonindebtedness from the Insular Auditor prior to departure from the islands, this certificate being an indispensable prerequisite to the settlement of an officer's final account with the Government.

1290. An officer whose resignation is accepted while he is on leave of absence will receive pay to include the date of acceptance; if accepted while he is on duty he will receive pay to include the date he receives notice of its acceptance, or if sooner relieved from duty, to include the date of relief. An officer whose resignation takes effect at a future date is entitled to pay to include that date.

1291. An officer placed upon the retired list will receive active pay to include the date of retirement, and the pay of a retired officer thereafter. If on duty, he will receive active pay to include the date of receipt by him of notice of his retirement.

1292. An officer dismissed by sentence of court-martial will be paid to include the date of termination of service as specified in the order promulgating the sentence.

1293. Contract surgeons and dental surgeons must present their contracts to paymasters when applying for payment of salaries, and paymasters will indorse thereon date and period for which paid. If a contract surgeon on foreign service desires to have his accounts paid in the United States, the months for which such accounts have been transferred will be indorsed on the contract by a paymaster or the commanding officer, who will also indorse on each voucher "Transfer noted on contract (signature)" and such accounts will not be paid unless so indorsed.

ADDITIONAL PAY.

1294. To entitle an officer to additional pay under the acts of April 26, 1898, and May 26, 1900, for exercising a command above that pertaining to his grade, he must have exercised such command of troops operating against an enemy for a period of three months or more continuously, in obedience to orders issued by superior authority which he was bound to obey, and no pay or allowances as of a higher grade than that actually held by an officer will be paid him under this regulation unless a certified copy, in duplicate, of such order, accompanied by a statement of service thereunder, is filed with the paymaster.

1295. The 10 per cent increase allowed to officers serving in certain places designated by law will be paid on their regular monthly pay vouchers which will be made up to include the entire compensation, of whatever character, which may be due the officer for the calendar month, or months, included in the accounts. There will be noted on the pay accounts the numbers and dates of orders or any other facts which affect the officer's pay status for the period covered by the accounts presented for payment.

1296. An acting commissary will be paid the additional pay allowed by law, on the certificate of the Commissary-General that he has performed the duty contemplated therein during the time charged. To entitle him to this pay he must be detailed under proper orders from some established post or body of troops, and must issue full rations to troops from stores for which he is responsible. A regimental, squadron, or battalion commissary is not entitled to this additional pay.

1297. No officer shall receive pay for two staff appointments for the same time. This prohibition does not prevent a quartermaster of a regiment who, in addition to the duties of his office, may be acting commissary, from receiving the extra compensation allowed by law for performing the duties of the latter.

1298. In computing longevity pay, service performed as cadets at the Military or Naval Academy, or as enlisted men of the Army or Navy, will be counted.

MOUNTED PAY.

1299. The following officers are entitled to pay as mounted officers: Officers of the staff corps, whether permanent, or detailed; officers serving with troops of cavalry; officers of a field or siege battery, duly organized and equipped; authorized aids, duly appointed; regularly detailed assistants to the Chief of Artillery; the authorized staff officers of artillery districts; officers serving as military attachés to the embassies and legations of the United States at foreign capitals; officers serving with companies of mounted infantry, and officers on duty which requires them to be mounted and which is so certified to by the Secretary of War or the commander of a corps or territorial division or department on their first pay vouchers while on such duty, the certificate being cited by the officers on their subsequent vouchers. Officers ceasing to draw mounted pay will file with the last pay voucher a copy of the order relieving them from duty which required them to be mounted.

1300. Acting judge-advocates of military departments, and lieutenants and captains detailed to the General Staff Corps are entitled to the pay of captain mounted. Second lieutenants detailed to the Ordnance Department are entitled to the pay of first lieutenant mounted.

1301. Division and department commanders will announce, in orders, the authority obtained from the Secretary of War for mounting companies of infantry, giving the date from which such mounted service commences and termination of the same.

1302. Muster rolls and returns of companies of mounted infantry will show the number, date, and source of order authorizing mounted service. The pay accounts of the officers will contain the same information. A copy of the order will be attached to the first muster rolls prepared after the company has been equipped or mounted; a copy of the order discontinuing such service will appear on the first muster rolls prepared after its discontinuance.

PAY DURING ABSENCE.

1303. In determining the period for which an officer is entitled to full pay on leave, time within four successive leave years, terminating with the one in which absence is taken, will be considered. If the absence does not cover the entire period for which full pay is allowed, the balance thereof will be placed to the officer's credit as belonging to the last year or years of the four considered and may be made available for future leave.

1304. The leave year is reckoned from June 20 to the following June 19, both inclusive. In computing leave of absence expressed in days during any leave year, every day of such absence will be counted; but in aggregating such absence thirty days, whether consecutive or otherwise, will be regarded as a month's absence. Leave expressed in months will be counted in months.

1305. Leave of absence may be granted by the Superintendent of the Military Academy, under regulations prescribed by the Secretary of War, to the professors, assistant professors, instructors, and other officers of the Academy for the entire period of the suspension of the ordinary academic studies, without deduction from pay or allowances.

1306. An officer ordered to temporary duty while on leave will be regarded as on duty from the day on which he receives the order. When the duty is to be performed at a future date he will be on duty from the date on which he starts to obey

the order. The date of the receipt of the order in the first case, and the date of departure in the second, will be promptly reported to The Military Secretary of the Army. When relieved from such duty, or on the completion thereof, he reverts to the status of leave and will be credited with the time on duty under such order.

MILEAGE.

1307. When an officer travels without troops under orders he is entitled to the following allowances:

1. To mileage at the rate of seven cents per mile, and no more, for the distance between the points named in the order for travel, such distance to be computed over the shortest usually traveled routes, with deduction as hereinafter provided.

2. Officers who so desire may, upon application to the Quartermaster's Department, be furnished with transportation requests, exclusive of sleeping and parlor car accommodations, for the entire journey under their orders; and the transportation so furnished shall be a charge against the officer's mileage account, to be deducted at the rate of three cents per mile by the paymaster paying the account, and of the amount so deducted there shall be turned over to an authorized officer of the Quartermaster's Department three cents per mile for transportation furnished over any railroad which is not a free, bond-aided, or fifty per cent land-grant railroad, for the credit of the appropriation for transportation of the Army and its supplies.

3. When the established route of travel shall, in whole or in part, be over the line of any railroad on which the troops and supplies of the United States are entitled to be transported free of charge, or over any of the bond-aided Pacific railroads, or over any fifty per cent land-grant railroad, officers traveling as herein provided for shall, for the travel over such roads, be furnished with transportation requests, exclusive of sleeping and parlor car accommodations, by the Quartermaster's Department. When transportation is furnished by the Quartermaster's Department, or when the established route of travel is over any of the railroads above specified, there shall be deducted from the officer's mileage account, by the paymaster paying the same, three cents per mile for the distance for which transportation has been or should have been furnished.

1308. Actual expenses only will be paid to officers for sea travel when traveling without troops to, from, or between our island possessions.

An itemized statement of such expenses will be filed with each voucher for payment, as follows:

1. Fares upon commercial steamers, steamship lines, or other usual modes of conveyance by sea.

2. Cost of customary stateroom accommodations on commercial steamers when the same is not included in the travel fare.

3. Hire of special water transportation when there are no regular means of conveyance.

4. Actual cost of meals, not to exceed $4.50 per day, for the time actually and unavoidably consumed in the voyage when the same is not included in the travel fare. A reasonable fee to cabin and stateroom stewards will be allowed on commercial lines of steamers; the payment of such fees on Government transports is not authorized. Subvouchers, properly receipted, will be required for the above items when the total cost exceeds one dollar. When not practicable to obtain such subvouchers, the officer will so certify.

1309. "Traveling with troops" will be regarded as covering all cases of officers included in orders for movement, in whatever manner, of their appropriate commands or in orders for movement of detachments, escorts, or stores, which proceed by marches or by transportation belonging to or especially hired for the purpose by the United States, the idea being that in marches the officers should move as do the troops and that where transportation is specially devoted to the movement it is suf-

ficient for all included therein. But the term will not be regarded as covering cases of officers included in the movement by railroad, stage, or like established lines of conveyances, of detachments of less than ten armed or unarmed men, such as guards and nurses for disabled or insane officers or soldiers, or recruiting parties and escorts for inspectors, paymasters, and others, or the public funds or property in their charge. Officers traveling on troop trains or transports, whether ordered to report to the commanding officer for duty with the troops or command on board or whether not so ordered, are regarded as traveling with troops within the meaning of the laws and regulations.

1310. In the settlement of the mileage accounts of officers of the Army distances shall be determined and deductions computed over routes established and by mileage tables prepared by the Paymaster-General of the Army under the direction of the Secretary of War; and all payments made by paymasters on account of mileage shall be determined in accordance with the distance tables officially promulgated and in use at the date of the commencement of the journey. Exception to this rule will be made only when the terms of the order, or the impracticability of the shortest usually traveled route, compel the officer to take another, or when the journey is performed by a route shorter than that usually traveled. In such cases mileage will be computed over the actually traveled route.

1311. Mileage will be paid by the chief paymaster of the department in which the journey is completed. The foregoing will not apply to journeys in which delays at intermediate points occur and afford opportunity for the collection of mileage for travel performed to such points.

1312. No portion of the appropriation for mileage to officers shall be expended for inspections or investigations except such as are especially ordered by the Secretary of War, or such as are made by army and department commanders in visiting their commands, and those made by the Inspector-General's Department in pursuance of law, Army Regulations, or orders issued by the Secretary of War; but the commanding general of the Philippines Division may issue orders in the name of the Secretary of War involving travel to investigate claims for property, damages, buildings, and other property and important investigations in the Philippine Islands.

1313. To entitle an officer to mileage, the order for travel must be issued previous to the commencement of the journey, except when the urgency of the duty is such as to prevent the obtaining of previous orders, in which case the travel must be confirmed in orders. Both directory and confirmatory orders will state the specific duty enjoined, recite that the travel is necessary for the public service, and direct the officer to return to his station upon completion of assigned duty, if such return is contemplated. An order for travel, part of which is to be made with troops, should direct the Quartermaster's Department to furnish transportation for so much of the journey as is performed with troops.

1314. Commanders of artillery districts have no authority to issue orders to officers carrying mileage to and from posts within the districts under their command.

1315. Orders will not prescribe lines of travel, except when necessary, and then the reasons will be set forth in the order.

1316. The original order, including indorsements, will accompany each voucher for mileage, and when transportation in kind has been furnished, for the whole or for any part of the distance actually traveled, the order must be indorsed by the quartermaster issuing the transportation, showing between what points and over what route such transportation was furnished.

1317. When an officer on leave of absence is ordered to rejoin his station, he will not be entitled to mileage unless the public service requires the performance of duty en route, in which case the order will specify the duty, the necessity therefor, and the points at which the duty will begin and end.

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1318. When an officer is ordered, while on leave of absence, to accompany a detachment of recruits and on the completion of this duty to join his station, he returns to a status of leave as soon as relieved from duty with the recruits, and will proceed to join his station without expense to the Government, unless the distance he may have to travel without troops should be in excess of what it would have been had he not received the order. For such excess distance he is entitled to mileage.

1319. An officer on leave of absence, ordered to temporary duty, involving travel without troops, will receive mileage from place of receipt of order to place of performance of duty, and also for the return journey to place of receipt of order, provided he makes such return journey.

1320. When the station of an officer, serving either with or without troops, is changed while he is on leave of absence, or immediately upon expiration thereof he will, on joining his new station, be entitled to mileage for the excess only of distance from the place of receipt by the officer of his order to his new station over the distance to his old station.

1321. An officer under orders to change station who takes advantage of a leave of absence before he joins his new station is not deprived of the mileage to which he would be entitled had he not availed himself of the leave. The leave of absence merely suspends the execution of the order for change of station, and at the expiration of the leave the officer comes under operation of the order, and in obeying it is entitled to full pay for the time necessary to perform the journey from his old to his new station.

1322. An officer relieved from duty at a station and granted leave of absence before assignment to another, who receives an order of assignment before expiration of leave, is entitled to mileage from the place where he receives the order to his new station.

1323. An officer traveling on duty in connection with public works (not arsenals, military surveys, or explorations) will receive travel allowances from the appropriation for the work, but if there be no appropriation, he will receive mileage from the Pay Department.

1324. The following are entitled to mileage to their first stations: Assistant, contract, and dental surgeons, from place of appointment; graduates of the Military Academy, from West Point; officers appointed from the ranks, from place of discharge as enlisted men.

1325. In the following cases mileage is not allowed: In joining for duty upon first appointment to the military service from civil life; or under the first order after a reinstatement or reappointment; or under an order to effect a transfer from one company or regiment to another, made at the request of the officers transferred; or insane officers sent under escort to the Government Hospital for the Insane; or sick officers transferred from one hospital to another.

1326. Allowances for travel of officers or enlisted men summoned to appear and testify before committees of Congress, or before the courts of a State or Territory, are not proper charges against the appropriations for the support of the Army. Military persons so summoned must seek reimbursement for their expenses of travel from the committee or court which summoned them.

COMMUTATION OF QUARTERS.

1327. An officer on duty without troops at a station where there are no public quarters, or where the public quarters are inadequate, is entitled to commutation therefor.

1328. Officers on duty in the War Department, at Army and other general headquarters, attending surgeons and other officers on duty in cities and other places where public quarters are not furnished, but where enlisted men are on duty only as

guards, orderlies, clerks, and messengers, and recruiting officers at city stations, are regarded as being on duty without troops within the meaning of the laws and regulations.

1329. An officer on duty at a station where he is properly in receipt of commutation of quarters is entitled to the allowance during ordinary leave on full pay, but not during sick leave. If he is relieved from duty at the station and then avails himself of a leave, his commutation ceases.

1330. An officer does not lose his right to quarters or commutation at his permanent station by a temporary absence on duty. While he continues to hold that right and exercises it by constructive occupation or use of any kind, he can not legally demand quarters or commutation at any other station. Exceptions to this rule may be made by the general commanding the troops in the Philippine Islands in cases arising in his command; in all other cases by the Secretary of War, after approval by the commanding general of the department.

1331. When the command to which an officer belongs changes stations during his temporary absence on duty he loses his right to quarters from the time his command leaves its old station and does not acquire a right at the new station until he has reported for duty thereat. He is entitled in the meantime to quarters or commutation therefor at the station where he is temporarily serving.

1332. An officer relieved from duty at one station, where he was entitled to commutation of quarters, and assigned to another, is not entitled to such allowance from the date of relief to the date on which he reports in person at the new station.

1333. Officers who, for the convenience of the Government, are directed to await orders for a limited period at a point where there are no public quarters, are entitled to commutation; but an officer ordered to his home to await orders is not entitled to this allowance. An officer ordered to report by letter to a superior does not become entitled to commutation of quarters until he receives a specific order of assignment and reports in person at the station to which assigned.

1334. Officers on the active list on duty at colleges where no public quarters are furnished by the United States are entitled to commutation; but retired officers on duty at colleges are not entitled to commutation.

1335. The first voucher for commutation of quarters at any station must be accompanied by a copy of the order assigning the officer to duty thereat. In subsequent vouchers the paymaster will refer by number, etc., to the voucher with which the order is filed, and the final voucher must be accompanied by the authority for, and must show the date of relief from, such duty.

STOPPAGES.

1336. When an officer has been overpaid, or is indebted to the United States for money or property, or has failed properly to account for the same, the chief of the bureau concerned will promptly notify him of the amount of his indebtedness or his failure to account. If after such notice he does not refund, or make satisfactory explanation, or take proper action within a reasonable time, the matter will be reported to the Secretary of War.

1337. On the order of the Secretary of War, stoppages may be made against the pay of officers for overpayments, illegal disbursement, or loss through fraud or neglect of the public funds, and for deficiencies in, loss of, or damage to, military supplies, unless proof be furnished that the deficiency, loss, or damage was not occasioned by any fault on their part.

1338. The notice of stoppage of officers' pay will be prepared in the form of a monthly circular to paymasters, advising them of stoppages outstanding at its date. This circular will be submitted to the Secretary of War for his approval prior to its publication. When an officer's name is borne thereon, no payment of salary will be

made to him which is not in accordance with the stoppage entry made against his name.

1339. Overpayments to an officer will be deducted on the first payment after a notice of stoppage against him is received, even if the pay accounts have been assigned; the assignee takes the account subject to all risks of stoppage.

PAYMENT OF CADETS.

1340. Payment on pay rolls and final accounts will be made to the cadets at the Military Academy by a paymaster, who will turn over the net amount of the rolls and accounts to the treasurer of the Academy.

1341. Cadets upon being discharged from the service are not entitled to mileage, but to actual expenses to their homes paid by the quartermaster of the Military Academy.

1342. Graduates of the Military Academy are entitled to full pay from the date of graduation to the date of their acceptance of and qualification under their commissions, and during their graduation leave.

PAYMENT OF ENLISTED MEN.

1343. Troops will be paid every month unless circumstances prevent, in which case the paymaster charged with the payment will immediately report the facts through his chief paymaster to the Paymaster-General.

1344. Payments will be made as soon after the close of each month as practicable.

The troops at posts where paymasters are stationed and others in their immediate vicinity, to be designated in instructions issued from the War Department, will be paid by paymasters in person.

For posts at which payments are not required to be made in person, the paymaster will transmit by registered mail or express the pay due in one or more of the following ways:

1. By individual check, payable to the order of each man, for the exact amount due.
2. By inclosing in a separate sealed envelope the exact amount in currency due each soldier, with his name and the amount inclosed marked thereon.

Troops in the field will be paid by paymasters in person, unless instructions to the contrary are given by proper authority.

1345. So far as relates to disbursements in the Philippine Islands and other places, including Alaska, beyond the boundary of the States composing the Union, and for the convenience of the paymaster in obtaining ready money, as well as for the accommodation of both officers and men at such distant places, a check may be drawn for a portion of the pay due the soldier (or officer), in which case it will be drawn in favor of the soldier (or officer), and the object or purpose will be stated as "part pay for month of ———;" if for any sum which the soldier (or officer) may desire in exchange for money after he has been paid, the check will be drawn by the paymaster in favor of himself and indorsed by him payable to the order of the soldier (or officer), and the object or purpose will be stated as "to obtain cash to make payments at a distance from a depository."

1346. Calculations on the pay rolls are made by the paymaster and copied on the retained roll by the company or detachment commander, who will certify that he witnessed the payment, and will enter thereon the name of the paymaster and date of payment.

1347. All enlisted men present will receipt the pay rolls in triplicate for the amount due them, and witnessing officers will see that the soldiers' signatures correspond with their names as borne thereon. When a soldier can not write he will receipt by his mark, which will be witnessed by a commissioned officer, or, in the

absence of a commissioned officer, by a contract surgeon. Duplicate copies of the rolls will then be forwarded by the commanding officer to the paymaster designated to pay the command.

1348. If the payment is not to be made by the paymaster in person, the commanding officer, when forwarding the rolls, will furnish the paymaster with the name, rank, etc., of the officer designated to see that the men of the command are paid, and at the same time will state what part of the pay can conveniently be received by the men in individual checks and cashed at or near the post without discount, designating the location of depository on which it is desired that the checks should be drawn, and whether it is desired that the checks be sent by mail or by express. The remainder of the pay will be sent in envelopes.

1349. The paymaster will, as far as practicable, draw the checks on the depository designated; the checks, when not sent by mail, and the money for each organization will be inclosed in separate packages properly marked, and the whole will be consolidated into one package and forwarded by express to the post commander. One of each of the company or detachment rolls, extended to show the amounts to be paid, will be returned to the commanding officer and by him sent to the proper company commanders.

1350. The paymaster will, in the presence of at least one witness, personally place in each envelope the exact amount of money due the soldier, seal the same, see that the name of the soldier and amount inclosed are marked on the envelope, and that the individual checks and the sealed envelopes are inclosed in one sealed package, upon the outside of which will be indorsed—

1. Name of the organization.
2. Number of checks inclosed.
3. Number of sealed envelopes inclosed.
4. Total amount of pay due and remitted, less deposits, $———.
   (*a*) By check ..... $———
   (*b*) By currency ..... $———
5. Signature of the paymaster.

All the packages containing checks and sealed envelopes for the several organizations, completed and indorsed as above, will be made up into one parcel and sealed by the paymaster. Upon the outside will be marked the name and address of the post or other command and the names of the subordinate organizations for which pay is therein remitted, and the paymaster will append thereto his signature.

1351. The consolidated package thus marked and addressed to the commanding officer will be turned over to the quartermaster, who will forward the same by express to its destination.

The following are specimen indorsements:

FOR THE COMMANDING OFFICER, FORT LEAVENWORTH, KANS.

Contents of this package.

The pay, less deposits, due for month of September, 1896, for—

N. C. O. and band, 20th Infantry.
Co. A, " "
" B, " "
" C, " "
" D, " "
" E, " "
" F, " "
" G, " "
" H, " "
Troop A, 6th Cavalry.
" B, " "
" C, " "
" D, " "
Hospital Corps Detachment.
Post N. C. Staff.

In making up the contents of this package the provisions of paragraph 1350 of the Army Regulations have been complied with.

JOHN SMITH,
Major and Paymaster.

Pay for Troop F, 8th Cavalry, September, 1896.

Contents.

43 sealed envelopes..... $1,000.00
17 checks..... 563.18

60 remittances..... $1,563.18

JOHN SMITH,
Major and Paymaster.

Private Joseph Thompson, Co. A, 20th Infantry.

Contents.

$14.75 in currency.

1352. At places beyond express delivery th e post commander, when notified by the paymaster that funds sent by express are to be expected, will send an officer with a suitable escort to receipt for the express package and convey the funds to the post. The name of the officer authorized to receipt for the package will previously have been reported to the paymaster.

1353. When the express package is received at the post it will be opened in the presence of witnesses by the commanding officer, who will observe the condition of the seals, verify the number of company and detachment packages, and see that the marking upon them conforms to these instructions. The separate sealed packages containing the pay for the several companies and detachments will then be delivered to the officer designated to pay the command, for distribution, which will be made as soon as practicable thereafter; but in no case will such distribution be deferred more than twenty-four hours. The commanding officer will be responsible for the safe-keeping of the packages of funds from the time of their receipt at the post until they have been thus turned over for distribution.

1354. When a company or detachment is paraded for pay, the officer designated to pay the command will open the package containing the pay for that company or detachment in the presence of at least one witness, who shall be a commissioned officer; or, in the absence of a commissioned officer, the verification and delivery may be witnessed by a contract surgeon. The number of checks in the package and

the number of sealed envelopes, purporting to contain the pay of individual soldiers, will be counted, and the agreement of this number with the record made by the paymaster upon the wrapper will be verified by both officers, and the amount marked on the sealed envelope as the pay due each man will be verified by comparison with the pay roll before the distribution begins. As each man's name is called the check drawn to his order will be given to him, or the envelope bearing the man's name will be opened, its contents verified by comparison with the marks on the envelope or with the pay roll, and the money handed to the soldier by said officer, all in presence and under the personal observation of the officer designated to witness the payment.

1355. Should there be a deficiency it will be so certified on the roll by the paying and verifying officers, and the envelope will be resealed without taking anything from it, and returned to the paymaster unless the amount should be offset by finding a surplus in another envelope. Should there be an excess the surplus will be returned to the paymaster. In each case a statement of the facts, with appropriate certificates, will be sent to the paymaster by the commanding officer.

1356. In case of error or informality a statement of the facts as found to exist will be immediately indorsed upon the envelope or wrapper, as the case may be, and the officers present will certify to the correctness of the statement and lay the same before the commanding officer

1357. The copy of the pay roll of each organization, which the paymaster is required by paragraph 1349 of the Regulations to return to the post, will be reforwarded to the paymaster by the commanding officer, without delay, after the payment is completed.

1358. Should any error or informality be discovered in a check it will be returned to the paymaster, who will correct the same and return it with the least practicable delay. The roll will be returned to the paymaster after payment of the company with a note thereon, verified by the witnessing officer, stating the facts as to the erroneous check. The receipt of the corrected check will be certified by the company commander to the paymaster, who will file such certificate with the pay rolls.

1359. Should the bank or person who cashes the individual check so desire, the company commander will certify to the correctness of the indorsements made by his men upon their respective checks.

1360. The officer designated, after making the payment to the company, will so certify on the roll, which he will then transmit to the paymaster, together with a separate certificate of the witnessing officer, to be pasted by the paymaster to his retained roll.

1361. Should a soldier die or desert in the interval between signing the pay rolls and the receipt of the money at the post from the paymaster, the check or cash will be immediately returned to the paymaster by the company or detachment commander, the cash by express, through the Quartermaster's Department, the check by registered mail, and a note of explanation stating the fact of nonpayment and return of the check or money will be made on the roll, verified by the signature of the witnessing officer. The same course will be pursued should a soldier decline to receive his pay, or if for any other reason it should be impracticable to deliver it to him in person. When a paymaster has had money returned to him in such cases he will cancel the signature of the soldier on the roll.

Should it appear from the pay rolls submitted to the paymaster that the term of any soldier thereon will expire and he be discharged before the pay rolls and money can be received back at the post, the paymaster will ignore the man's account and erase his signature from the "receipt" column, and the company commander in preparing such soldier's final statements will note thereon the date of last actual payment and not the date of expiration of muster period for which he has signed the rolls.

1362. When companies or detachments of troops are absent from their stations for an indefinite period, and funds for their payment can not be sent by express, the rolls will be held and not sent to the paymaster until the troops reach some point to which it is practicable to send funds. When a command can be mustered and the rolls completed and duly signed by the men, they can be sent to the paymaster to be made out and held by him until notified where and when the command can be paid. In cases where the rolls have been sent to the paymaster and the troops are sent away from their station before the receipt of funds for their payment, post commanders will not hold the money at their discretion, but will return the rolls and the money to the paymaster unless payment can be made within a reasonable time, not exceeding three days.

1363. Deposits may be made in the usual manner, the amount to be deposited being reported to the paymaster by letter forwarded with the rolls, the soldier's deposit book being also forwarded therewith. Should a man desire to deposit a sum greater than his pay his company commander will see that a proper check, postal order, or express order accompanies his deposit book; if neither check nor order can be obtained the company commander will send the money by registered mail at public expense, verifying the amount and reporting it in a separate communication to the paymaster. Deposit books will be returned by the paymaster to the company commander properly filled in for attestation.

1364. When a paymaster has made an incorrect payment to an enlisted man, he will report the fact to the commander of the company in which the man is mustered, who will note the same on the next muster and pay roll, that it may be corrected.

1365. Payments to enlisted men will be made on pay rolls, with the following exceptions: Enlisted men retired, and men of the post noncommissioned staff, or acting as such, and sergeants, corporals, and men of the Signal Corps on duty where there are no other troops. These will be paid on their descriptive lists by the chief paymaster of the department, or a paymaster designated by him; if not under the orders of the department commander, they will be paid by a paymaster designated by the Paymaster-General. Payments to discharged soldiers will be made by any paymaster under the provisions of paragraphs 1403 to 1411.

REENLISTED AND CONTINUOUS-SERVICE PAY.

1366. Additional pay shall be allowed to enlisted men at the rate of $1 per month for the third year, $1 more per month for the fourth year, and $1 more per month for the fifth year of continuous service.

1367. Enlisted men who are honorably discharged and reenlist within three months shall, after five years' continuous service, be paid at the rate allowed to those serving in the fifth year of their enlistment. This is called reenlisted pay, and having once been earned by the soldier entering upon the sixth year of continuous service, will be paid to him during all subsequent service, whatever period of time may intervene between subsequent discharges and reentry into the service. To entitle to "reenlisted pay," a soldier must have drawn $2 per month for five years' continuous service during some previous enlistment.

1368. Continuous-service pay at the rate of $2 per month will be paid to all enlisted men who have served continuously for a longer period than five years, and for each successive period of five years, so long as they shall remain continuously in the Army, an additional monthly allowance of $1. A reenlistment after a period exceeding three months from the date of discharge does not entitle the soldier to continuous-service pay. Service as a cadet at the Military Academy can not be reckoned in computing continuous-service pay.

1369. The reenlistment pay of an enlisted man not entitled to continuous-service allowances will be indicated on the muster and pay rolls as "entitled to reenlisted pay." Should he be serving in the first five years, or be entitled to both reenlistment and continuous-service pay, the rolls should show the year of continuous service in which he is serving.

CERTIFICATE OF MERIT.

1370. A certificate of merit granted to an enlisted man for distinguished service entitles him, from the date of such service, to additional pay at the rate of $2 per month during military service, whether as an enlisted man or as an officer, although such service may not be continuous, and is payable in full to a retired enlisted man.

ADDITIONAL PAY TO ENLISTED MEN.

1371. The 20 per cent increase allowed to enlisted men serving in certain places designated by law, is payable from the date of arrival in such places to the date of departure therefrom; but enlisted men entitled to this increase are not entitled to receive extra-duty pay.

1372. Enlisted men qualified as gunners in the Artillery Corps are entitled to $2 per month for first-class and $1 per month for second-class, in addition to their pay, for a period of three years from date of qualification and for such additional time as may be required to provide for their reexamination; provided that during that period they have not been out of the artillery service for more than three months. If discharged before the expiration of the three years and reenlisted within three months, the latter time will not be counted as a part of the period for which they are entitled to gunners' pay. The first muster and pay-roll on which a gunner is mustered for pay must show the date of the report of board of examination as announced in orders, giving the number, date, and source of such order.

1373. Enlisted men qualifying as expert riflemen are entitled to $1 per month in addition to their pay from the date of publication in department orders of the fact of qualification. The first muster and pay rolls on which they are mustered for the increased pay must give the number, date, and source of such order. They will cease to be entitled to the extra pay as expert riflemen at the close of the first subsequent target year in which they shall fail to qualify as expert riflemen or sharpshooters, unless they belong to an organization of engineers, cavalry, or infantry none of the members of which were classified. When a soldier thus ceases to be entitled to the additional pay, the fact, with date, will be noted on the first muster and pay rolls subsequent to the close of the target year.

ALLOTMENTS.

1374. Every enlisted man absent on distant duty shall be allowed to allot such portion of his pay as he may desire for the support of his family or relatives, for his own savings, or for any other purpose, excepting that of obtaining an advance on his pay; but the allotment privileges to soldiers serving within the boundaries of the United States will be limited to the support of their families and relatives.

1375. As soon as possible after the receipt of an order for distant duty the commanding officers of troops, batteries, companies, bands, noncommissioned staff, signal and hospital corps, or any other detachments affected by this order, shall report to the Paymaster-General, on prescribed blanks, the names of all men of their organizations who desire to make allotments, and thereafter, on the last day of each month, said commanding officers shall report, on prescribed blanks, to the Paymaster-General, the names of all men of their organizations who during the month begin an allotment period. These reports shall be forwarded by registered mail, and on their receipt the Paymaster-General shall make acknowledgment to the respective commanding officers, stating the names of grantors and the amounts and periods of the allotments.

1376. All allotments shall be executed in duplicate and witnessed by the respective commanding officers specified in paragraph 1375, one copy to be retained by said commanding officers and the other to be forwarded immediately to the Paymaster-

General. Before witnessing an allotment such commanding officer shall, however, satisfy himself that the allotment is not made for the purpose of obtaining an advance on the soldier's pay. When a bank is designated as allottee the immediate commanding officer of the grantor shall furnish the bank, at the same time that he furnishes the allotment roll to the Paymaster-General, with the signature of the grantor, and also inform the bank of the amount and period of allotment. Such commanding officer shall also, if possible, satisfy himself that the bank named has an existence. An allotment shall be made payable on the last day of each month and for a stated period.

1377. On the death, discharge, or desertion of a soldier who has an allotment running, the allotment ceases. In such cases the immediate commanding officer will report as expeditiously as possible to the Paymaster-General, or in the Philippines Division to the adjutant-general of the division, the names of grantors whose allotments thus cease. In the Philippines Division, except in the case of deaths which are otherwise reported, the division commander will send by cable notification to The Military Secretary of the Army, who will at once notify the Paymaster-General. In case of forfeiture by sentence of a court-martial the stoppage of pay to meet the allotment, being a reimbursement to the United States of the amount paid the allottee, will take precedence of the forfeiture; when, however, the forfeiture is such that possibly it can not be stopped in full prior to the discharge of the soldier if the allotment is continued, the immediate commanding officer will report at once by mail to the Paymaster-General requesting a discontinuance of the allotment. Similar action will be taken when, due to reduction, to stoppages for clothing overdrawn, to continued misconduct, or to any reason, the soldier's available pay will not warrant the continuance of the allotment. The Paymaster-General will notify a soldier's immediate commanding officer of the fact of discontinuance of payment to the allottee and the last month's allotment paid. The stoppage of pay to meet the allotment will be continued until this notice is received, and the soldier will be credited on the next roll with any amount withheld in excess of amount paid the allottee.

1378. When an allotment is discontinued by request of the grantor, prior to the expiration of the period for which the allotment was granted, the commanding officers specified in paragraph 1375 shall, on the last day of the month, submit to the Paymaster-General, on prescribed blanks, a report thereof, and such allotment shall be payable for one month from the date of such report. Upon the receipt of this report the Paymaster-General shall at once acknowledge the same to the said commanding officers. Allotments to be discontinued by expiration of the allotment period will not be reported.

1379. Payment to allottees shall be made by one or more paymasters, to be designated by the Paymaster-General. Said disbursing officer shall, before making payment of such allotment, use due diligence in obtaining and making use of all information that may have been received in the War Department relative to the grantors of the allotments.

1380. If an erroneous payment is made because of the failure of an officer responsible for such report to report, in the manner prescribed by the Secretary of War, the death of the grantor, or any fact which renders the allotment not payable, then the amount of such erroneous payment shall be collected by the Paymaster-General from the officer who fails to make such report, if such collection is practicable.

1381. All allotments of pay of enlisted men that have been or shall be paid to the designated allottees, after the expiration of one month subsequent to the month in which said allotments accrued, shall pass to the credit of the disbursing officer who has made or shall make such payment.

1382. In case of the capture by the enemy of soldiers who have made allotments which may expire after their capture, the monthly payments of the same shall be continued until otherwise ordered by the Secretary of War.

1383. In case of the transfer of a soldier whose period of allotment still continues, all the data respecting said allotments shall be entered on his descriptive list, and the commanding officer of the troop, battery, or company from which he is transferred shall at once report such transfer to the Paymaster-General.

1384. The date, period, and amount of allotment shall be entered as a part of the soldier's record and also noted on each pay roll during the period of allotment. The discontinuance or suspension of an allotment shall be similarly entered and noted.

1385. When the grantor of an allotment is soon entitled to discharge and is so much in debt to the United States that it will require the whole or a part of his allotted pay to cancel his obligation, this allotment shall be terminated in the prescribed manner.

1386. Upon receiving information of the death of any person to whom an allotment is payable by him, the paymaster properly designated to pay this allotment shall at once report this fact to the Paymaster-General, who shall forthwith inform the grantor's immediate commanding officer.

1387. When an allotment is discontinued, at the request of the person making it, before the expiration of the term for which it is granted, it shall not be renewed within that term except by permission of the regimental or post commander, on satisfactory reasons being given for such discontinuance and renewal.

DEPOSITS.

1388. Any enlisted man, not retired, may deposit his savings with any paymaster in sums not less than five dollars, the same to remain so deposited until final payment on discharge. The paymaster will furnish the depositor with a book, in which each deposit, with name of depositor, date, place, and amount, in words and figures, will be entered in the form of a certificate, signed by the paymaster and company commander. The transfer, pledge, or sale of deposit books is prohibited. The company commander will keep in the soldier's record an account of every deposit made by the soldier; and after each regular payment he, and all officers having charge of detachments of enlisted men at date of deposit, will transmit direct to the Paymaster-General a list of names of depositors, showing in each case the date, place, and amount of deposit, and name of paymaster receiving the same. Each report will be restricted to, and will include only deposits with, a single paymaster on a given date. These lists, before transmittal, will be examined and compared with the record of deposits on the company or detachment book and the deposit book of the soldier, and attesting officers will see that the names correspond exactly with the names as borne on the rolls. Should a soldier who has made a deposit be transferred or desert, the fact will be promptly reported direct to the Paymaster-General by the officer in command of the company or detachment to which he belonged. In case of transfer, his descriptive list will be made to exhibit the date and amount of each deposit. There is no objection to deposits being made by Indian and Philippine scouts and Porto Rico provisional troops.

1389. On the discharge of a soldier, the date and amount, in words and figures, of each of his deposits will be entered upon his final statements, and his deposit book will be taken up by the paymaster who pays him and filed with the voucher of payment. In case deposits are forfeited by desertion, the amounts of the same will be entered on the final statements under the head "Remarks," and the facts and authority for such forfeiture given.

1390. Before delivering final statements upon which deposits are credited, the officer signing them will ascertain whether the soldier has the deposit book; and, if so, instruct him to present it to the paymaster. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken before he leaves the post and attached to the statements. The affidavit will clearly state the circumstances attending loss of the book and show that the soldier has not sold or assigned it.

Upon this evidence the paymaster may pay, and the responsibility for the correctness of amounts credited on the statements will rest with the officer certifying them.

1391. Paymasters will not pay deposits except on final statements. When they are not paid, the soldier should forward his deposit book or the evidence referred to in the preceding paragraph to the Paymaster-General. Enlisted men should be informed of the importance of preserving deposit books as the only certain means of insuring prompt repayment.

1392. A soldier must draw his deposit when he is discharged. He can then renew it after reenlistment, and will be entitled to interest from date of such renewal. Failure to present the final statements for payment leaves the money without interest until drawn and again deposited.

1393. For any sum of not less than five dollars deposited for the period of six months or longer the soldier, when discharged, will be paid interest at the rate of four per cent per annum to date of discharge.

1394. On the death of a soldier, each deposit, with amount, date, place, and paymaster with whom deposited, will be noted in the inventory of his effects and on the accompanying final statements with which his deposit book will be filed.

1395. Both deposits and interest will be forfeited by desertion, but are exempt from forfeiture by sentence of court-martial and from liability for the soldier's debts.

1396. If an enlisted man deposits money with the company or post commander, the same to be applied for purchase of his discharge, the officer will immediately upon receipt of order for discharge of the man forward the money to a paymaster for deposit and send to the Paymaster-General the usual notification of deposit. On return of the deposit book by the paymaster, the final statements can be completed by notation of the deposit thereon, thus showing on their face the total credit of the soldier, which must in every case be sufficient to cover all indebtedness to the United States.

FORFEITURES AND DEDUCTIONS.

1397. The paymaster will deduct from the pay of all soldiers twelve and a half cents per month for the support of the Soldiers' Home, the same to be deducted bimonthly on the February, April, etc., rolls. At the time of payment he will also deduct the authorized stoppages entered on the pay rolls, descriptive lists, or final statements.

1398. Authorized stoppages will be entered on the rolls and paid in the following order:

1. Reimbursements to the United States for the loss or damage to arms, equipments, or other public property, the nature of which will be clearly stated, extra issues of clothing, transportation, subsistence, expense of apprehending deserters.
2. Reimbursements to individuals (as the paymaster, for instance).
3. Forfeitures for desertion, and fines by sentence of court-martial.
4. Amounts paid post exchange and laundrymen at recruit depots.

Articles of camp and garrison equipage must be charged on the pay rolls as such; and other articles of quartermaster's stores or property must be enumerated, and the price stated in the column of "Remarks," in order that the proper appropriation may be credited with the amounts collected.

1399. Officers and enlisted men in arrest and confinement by the civil authorities will receive no pay for the time of such absence; if released without trial, or after trial and acquittal, their right to pay for the time of such absence is restored.

PAY OF DESERTERS.

(See Art. XIX.)

1400. An enlisted man charged with desertion will not receive pay until his offense has been investigated by a court-martial, or he has been restored to duty without trial, or the charge has been set aside as having been erroneously made.

1401. Every deserter forfeits all pay and allowances due at the date of desertion. Stoppages and forfeitures then due will be deducted from his arrears of pay, and, if not so satisfied, from pay due after apprehension. The company commander will note upon the first muster roll after apprehension all data necessary to a complete settlement of the soldier's account from the date of last payment, and will carry the account to subsequent rolls until the settlement is made.

1402. No settlement of the pay account of any enlisted man will be made on the rolls until sufficient pay shall have accrued to satisfy all dues to the United States and pay a balance to the soldier. The required data will include date of last payment, desertion, and apprehension, credits at date of desertion on account of clothing, unsatisfied forfeitures under prior sentences, and dues to the United States at date of desertion on account of clothing, subsistence, ordnance, etc. If, while absent in desertion, he illegally enlisted in another organization, the date of last payment in such enlistment and all stoppage due the United States at date of surrender or apprehension will be stated.

PAYMENT OF DISCHARGED SOLDIERS.

(See Art. XXI.)

1403. Discharged soldiers will be paid on final statements prepared in duplicate and furnished to them by their company or detachment commanders. Payment will be made only on presentation of both copies. Except when notified as prescribed in paragraph 153, paymasters will not pay discharged soldiers, unless otherwise satisfied of the genuineness of the discharge papers and the identity of the claimants.

1404. Upon payment of the final statements of a discharged soldier, the paymaster will write on the discharge "Paid in full," with his signature, noting amounts paid, except when the final statements have been transferred and are not accompanied by the discharge. The day of enlistment and the day of discharge will both be included in reckoning pay.

1405. Paymasters, or other officers to whom a discharged soldier reports the loss or nonreceipt by him of final statements to which he is entitled, will report the fact to the Paymaster-General, with any evidence the soldier furnishes them in the matter. The Paymaster-General will transmit the evidence to the Auditor for the War Department.

1406. An enlisted man when discharged from the service, except by way of punishment for an offense, shall receive four cents per mile from the place of his discharge to the place of his enlistment, enrollment, or original muster into the service, except that for all sea travel on discharge transportation and subsistence in kind only shall be furnished to him as prescribed in paragraph 1261 (the distance to be computed by the Official Table of Distances in use at the date of the soldier's discharge).

1407. Paymasters when paying final statements of soldiers discharged under above conditions will include in such payments travel allowances from station to port of embarkation and from port of arrival in the United States to place of enlistment or enrollment.

1408. An enlisted man discharged for minority concealed at enlistment, or for other cause involving fraud on his part in the enlistment, is not entitled to pay and allowances, including those for travel, and will not receive final statements unless deposits are due him, in which case final statements, containing only a list of his deposits, will be furnished.

1409. A soldier retained in service beyond the term of enlistment on account of court-martial (except where dishonorable discharge is imposed) will be furnished final statements bearing actual date of discharge and cause of detention. A soldier in the hands of civil authorities awaiting trial should, at expiration of term of serv-

ice, be furnished his discharge and final statements containing all necessary data for the paymaster, giving date and cause of arrest and remark "not entitled to pay or clothing since date of arrest nor to travel pay unless acquitted."

1410. Recruits are entitled to pay and allowances when discharged on certificates of disability. When discharged for any cause involving fraud on their part at enlistment, paragraph 1408 will govern.

1411. The transfer by an enlisted man of a claim for pay due on his final statements will be recognized only when made after discharge, in writing, indorsed on the final statements, signed by the soldier, and witnessed by a commissioned officer or by some other reputable person known to the paymaster. The person witnessing the transfer must indorse on the discharge the fact of transfer of the final statements, and on the final statements the fact that such indorsement has been made on the discharge.

MISCELLANEOUS.

1412. Officers of the Pay Department will not give receipts except in the following cases:

1. For transfers of money.
2. For money of deceased soldiers, deserters, or escaped military prisoners.
3. For stoppages authorized by the Secretary of War, for which the Paymaster-General may direct receipts to be given.
4. For refundments made by officers on account of overpayments made by paymasters.

Separate receipts should be given in each individual case.

In all other cases the party turning over or refunding money should place it in some authorized public depository or transfer it to a disbursing officer of the department to which the money belongs.

ARTICLE LXXVII.

MEDICAL DEPARTMENT.

NOTE.—Regulations for the government of the Medical Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Surgeon-General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL PROVISIONS.

1413. The Medical Department is charged with the duty of investigating the sanitary condition of the Army and making recommendations in reference thereto, of advising with reference to the location of permanent camps and posts, the adoption of systems of water supply and purification, and the disposal of wastes, with the duty of caring for the sick and wounded, making physical examinations of officers and enlisted men, the management and control of military hospitals, the recruitment, instruction, and control of the Hospital Corps and of the Army Nurse Corps (female), and furnishing all medical and hospital supplies, except for public animals.

1414. The surgeon, under the direction of the commanding officer, will supervise the hygiene of the post or command, and recommend such measures as he may deem necessary to prevent or diminish disease. He will examine, at least once a month, and note in the medical history of the post, the sanitary condition of all public buildings, the drainage, the sewerage, amount and quality of the water supply, the clothing and habits of the men, and character and cooking of the food, and immediately after such examination will report thereon in writing to the commanding officer, with such recommendations as he may deem proper. The commanding officer will return the report, with his views and action indorsed thereon, and if he deem the action recommended impracticable or undesirable, will state fully his objections. The

indorsement will be recorded in the medical history of the post, and the report and indorsement will be forwarded by the surgeon, through military channels, to the Surgeon-General. As far as practicable, intermediate commanders will correct sanitary defects, noting their action by indorsement.

APPOINTMENTS.

1415. No person will be appointed an assistant surgeon in the permanent establishment unless he has been examined and approved by a board consisting of not less than three medical officers designated by the Secretary of War; and no person will be appointed a surgeon unless he has served five years as an assistant surgeon in the Army, and has been examined and approved by a board consisting of not less than three medical officers of the Army, designated as aforesaid.

1416. No allowance will be made for the expenses of persons undergoing examination, but those who receive appointments will be entitled to travel allowances in obeying the first order assigning them to duty.

CONTRACT SURGEONS, DENTAL SURGEONS.

1417. Civilian physicians and dentists may be employed as contract surgeons and contract dental surgeons under contracts entered into by or with the authority of the Surgeon-General of the Army. They are entitled to the transportation and fuel allowances of first lieutenants, and when on duty at a post or station where quarters in kind are provided by the United States they will be entitled to the quarters allowed by regulation to an assistant surgeon of the rank of first lieutenant; they are not entitled to commutation of quarters, nor to the 10 per cent increase of pay for foreign service as provided by law for officers.

1418. Contract surgeons and dental surgeons are entitled to the same protection in their positions and the same respect and obedience from enlisted men as commissioned officers.

1419. Whenever the contract of a physician or dentist is annulled, the fact and date of annulment will be noted in writing on his contract, and when ordered to his home for annulment of contract, such fact will also be noted thereon by the officer under whose orders he may at the time be serving.

1420. Contract surgeons, on availing themselves of leaves of absence, must submit their contracts to the commanding officer of the post or station where serving, who will indorse thereon the date of commencement and duration of leave. The actual date of their rejoining from leave should also be noted on contract on return to post or station.

1421. The services rendered by a contract surgeon are not restricted to those of a purely professional character; on the contrary, his eligibility for duty is the same as that of an assistant surgeon, except in so far as it is limited by the fact that he is not a commissioned officer. A contract surgeon, though not eligible for detail on courts-martial, may prefer charges against enlisted men and may be detailed on councils of administration, and as post treasurer, etc.; he may also witness payments to enlisted men under the provisions of paragraphs 1343 to 1365.

DENTAL SURGEONS.

1422. Contracts with dental surgeons will be made for three years, but may be annulled at any time by the commanding general of a territorial division or department, after official investigation, for conduct to the prejudice of good order and military discipline, or by the Surgeon-General when in his opinion a termination of the contract would be in the interests of the service.

1423. Dental surgeons are attached to the Medical Department, and will be assigned to duty in accordance with the recommendations of the Surgeon-General of the Army or the chief surgeon of a military department.

1424. A dental surgeon when assigned to a station will apply to the post commander for a suitable operating room. If no other room is available, the surgeon of the post may assign him a room in the hospital.

Each dental surgeon will ordinarily be allowed one enlisted man as an assistant, who will be detailed from the members of the Hospital Corps, and whose duty it will be to assist the dentist in his operations, in caring for the instruments and other public property, in keeping the records, and in the performance of such other official work pertaining to this position as he may be directed by the proper authority to do. A member of the Hospital Corps detailed as dentist's assistant and stationed in a city or town will be provided with a suitable room as quarters by the Quartermaster's Department, but when stationed at a post, in camp, or in the field, he will be attached to the Hospital Corps detachment.

1425. In accordance with the act of Congress authorizing their employment, dental surgeons will "serve the officers and enlisted men of the Regular and Volunteer Army." The families of officers and civilian employees attached to the Army are not entitled to their services. In this connection contract and dental surgeons are to be regarded as officers.

1426. Dental surgeons will operate between the hours of 9 a. m. and 4 p. m. upon those officers and enlisted men who are entitled to their services. They may operate upon others, not entitled to free service, before and after these hours, when their services are not required by those entitled to them, but material issued to them by the Government will only be used in operations upon officers and enlisted men of the Army.

1427. Dental surgeons will not perform any operation upon officers or enlisted men of the Army or prescribe medicines for them, other than those necessary for the treatment of the teeth and gums. This prohibition does not apply to cases of emergency, where no medical officer is within reach, and where a dental surgeon is able to render necessary surgical assistance to meet the immediate emergency.

1428. Emergency work, whether for officers or enlisted men, should always have precedence. Plate work, or restoration of teeth by any method, will only be done for those who have lost teeth while in the service and in the line of duty. For plate work or filling teeth only the cheaper materials will be supplied, but gold may be used if the operating dentist sees fit to use it, at the expense of the individual operated upon.

1429. Enlisted men requiring the services of the dental surgeon will, at an hour prescribed by the commanding officer, be conducted to the designated place under a noncommissioned officer, who will take with him and hand to the dentist a list of those reporting for treatment. This list will be entered in a daybook ruled in columns for surname, given name, rank, company, regiment, etc., the headings to be the same as those borne on his monthly report.

1430. All cases requiring treatment involving future appointment will be so noted, and the others will be marked according to the circumstances, as "Treatment unnecessary," "Further treatment unnecessary," "Should be sent to surgeon," etc. When future treatment is necessary, the dentist will forward a card, as follows:

——— ———, 19—.

The ADJUTANT,

———.

SIR: I have the honor to ask that ——— ——— be directed to report to me from —— m. to —— m. on —— inst., for treatment.

Very respectfully,

——— ———, *Dental Surgeon.*

THE HOSPITAL CORPS.

1431. The members of the Hospital Corps will be enlisted for and permanently attached to the Medical Department. In time of war the corps will perform the necessary ambulance service under such officers of the Medical Department and assistants as may be detailed for that duty.

1432. Sergeants, first class, will be appointed by the Secretary of War on the recommendation of the Surgeon-General, provided they have served a year as sergeant, or as a hospital steward of volunteers or acted in that capacity during and since the Spanish-American war for more than six months. Sergeants will be appointed by the Secretary of War on the recommendation of the Surgeon-General; corporals, lance corporals, and privates, first class, will be appointed by the Surgeon-General or the chief surgeon of a division or department. Before appointment sergeants, first class, must pass a satisfactory examination under the direction of the Surgeon-General; and sergeants a satisfactory examination under the direction of the Surgeon-General or the chief surgeon of a division or department. These examinations will be conducted by a board composed of three commissioned medical officers of the station at which the applicant may be serving, or of such a number of medical officers less than three as may be present, and if no medical officer is there on duty the candidate will be sent for examination to the nearest station provided with such an officer. The report of the board will be forwarded direct to the Surgeon-General or the chief surgeon. Sergeants, first class, and sergeants are furnished with warrants signed by the Surgeon-General; corporals with warrants signed by the Surgeon-General or by a division or department chief surgeon. Promotions to the grade of corporal, lance corporal, and private, first class, may be recommended to the Surgeon-General or the chief surgeon by the medical officer commanding the detachment. The allowance of enlisted men of the Hospital Corps of each grade as fixed by regulations and orders will not be exceeded except by special authority of the Secretary of War. The proportion of privates, first class, to privates will not exceed two to one.

1433. A sergeant first class may be reenlisted at the expiration of his term of service on the authority of the Surgeon-General, provided he has passed successfully the prescribed examination. If he desire to reenlist he will report the fact, in writing, through military channels, to the Surgeon-General sixty days before the expiration of his term of service.

1434. A sergeant first class stationed at a place where no post return is made will make such personal reports as the Surgeon-General may direct.

1435. Sergeants, first class, though liable to discharge, will not be reduced. Sergeants, corporals, lance corporals, and privates, first class, may be reduced by sentence of a court-martial, by the Surgeon-General, or by the chief surgeon of a division or department.

1436. To test the capacity of privates of the Hospital Corps for the duties of noncommissioned officers, the Surgeon-General and chief surgeons may appoint lance corporals, who will be obeyed and respected as corporals; but no detachment shall have more lance corporals at a time than enough to make the proportion of all noncommissioned officers present for duty one to four privates of the Hospital Corps. Lance corporals are on the same footing regarding reduction as corporals.

1437. The commander of an army corps, or of a division or brigade acting independently, is charged with the full control of the transfer from the line, the enlistment, reenlistment, and discharge of members of the Hospital Corps of his command.

1438. Enlistments for the Hospital Corps will be made in the grade of private. Sergeants first class, sergeants, corporals, lance corporals, and privates first class may be reenlisted in their respective grades and their warrants and appointments continued in force, provided their reenlistment takes place on the day following discharge. Each reenlistment and continuance may be noted on the warrant or appointment by the surgeon. Enlistments and reenlistments will as a rule be made by medical officers. Recruiting officers stationed where there is no medical examiner may make such enlistments or reenlistments upon the authority of the Surgeon-General. In such cases the recruiting officer in making the physical examination will be guided by instructions from the Surgeon-General. Applicants may be accepted who are subject to refractive errors of vision, provided these errors are not

excessive ($\frac{1}{20}$), may be entirely corrected by glasses, and are not progressive or accompanied by ocular disease. Accepted recruits will be forwarded to a station to be designated by the Surgeon-General.

1439. The enlistment paper for each recruit of the Hospital Corps will be forwarded with the form for physical examination direct to the Surgeon-General, who will render to The Military Secretary of the Army a monthly recruiting return accompanied by the enlistment papers pertaining to it.

1440. Enlisted men of the line, gunners Artillery Corps and musicians excepted, may be transferred to the Hospital Corps as privates by the commander of a division, separate brigade, or department, on the application of the surgeon of the post or command, forwarded through military channels. The application will state the age, character, physical condition, and habits of the soldier, date of expiration of current enlistment, and whether made for an existing or prospective vacancy. If the soldier be over 40 years of age his special qualifications for transfer will be stated.

1441. Married men will not be enlisted as privates in or transferred to the corps, and no sergeant who is married shall be reenlisted without special authority.

1442. Members of the corps will not be required to perform any military duties other than those pertaining to their corps. They will be instructed in such drills, both foot and mounted, as are necessary for their efficiency. They will not be required to attend ceremonies, except when directed by the commanding officer, and will ordinarily be inspected and mustered at the hospital. The forms of inspection will be in accordance with the prescribed drill regulations for the Hospital Corps.

1443. To meet the requirements of epidemics or other emergencies and to fill vacancies, members of the Hospital Corps may be transferred by the department commander, the quota of each post, as prescribed by paragraphs 1445 and 1446, not being permanently exceeded. Such transfers will be reported to the Surgeon-General.

1444. Accounts of pay and clothing of members of the Hospital Corps will be kept by the surgeon under whose immediate direction they are serving. All members casually at a post are under the immediate orders of the surgeon except prisoners, who will, however, be borne on the muster rolls, morning report, and returns of the Hospital Corps detachment. If discharged, their final statements will be prepared by the surgeon.

1445. At every permanent military post there will be at least one noncommissioned officer of the Hospital Corps, and an additional noncommissioned officer for every additional four privates of the Hospital Corps.

1446. At every permanent military post there will be at least four privates of the Hospital Corps, six privates when the strength of the garrison is 200, and two privates additional for every additional 100 of strength. They will be assigned to the respective duties connected with the hospital service by the surgeon of the post.

1447. The number of noncommissioned officers and privates of the Hospital Corps to be stationed at general hospitals, arsenals, engineer stations, and independent posts will be determined by the Surgeon-General under the direction of the Secretary of War.

1448. Special instruction in the methods of rendering first aid to the sick and wounded will be given to all enlisted men of the line of the Army by their company officers for at least four hours.

1449. All men of the Hospital Corps will be instructed under the supervision of the surgeon of the post in the duties of litter bearers and the methods of rendering first aid to the sick and wounded, and in the various subjects pertaining to the sanitary soldier.

ARMY NURSE CORPS.

1450. Army nurses will be appointed and discharged by the Surgeon-General with the approval of the Secretary of War. They will be assigned to duty at hospitals under the direction of the Surgeon-General.

1451. The Superintendent of the Army Nurse Corps, under the direction of the Surgeon-General, will have general supervision of the corps, and her duties and the duties of chief nurses and nurses shall be as prescribed by the Surgeon-General.

1452. The services of army nurses will be afforded sick and wounded officers, enlisted men, and other patients in military hospitals. When traveling under orders on transports they will assist in the care of sick officers and enlisted men, under the direction of the transport surgeon.

1453. Members of officers' and enlisted men's families are not entitled to the services of army nurses, but in great emergencies and for the manifest interest of the service, nurses will care for such patients when so directed by the officer in charge of the hospital, a report of the fact being made in each instance to the Surgeon-General through military channels.

1454. At places where the services of trained nurses are not otherwise obtainable, a nurse may, if she so desires, and with the approval of the officer in charge of the hospital, be granted a special leave, without pay and allowances, in order to take a private case, such leaves not to exceed sixty days.

1455. The pay, allowances, and privileges of nurses are specified by law, and they are forbidden to receive presents from patients, or from the relatives or friends of patients, for services rendered when on duty.

GARRISON SERVICE.

Ambulances and Litters.

1456. Ambulances are vehicles provided for the service of the Medical Department. They will be used only for transportation of the sick and wounded, the recreation of convalescent patients, or to give instruction in the duties of the ambulance service. They will be furnished and repaired by the Quartermaster's Department, will always be subject to the call of the surgeon, and, when practicable, will be housed near the hospital.

1457. One regulation ambulance, with proper harness, will be issued to each post. To posts of more than 400 men, the number to be issued will be one additional ambulance for each additional 400 men or major fraction thereof.

1458. At each post one or more of the privates of the corps will be designated by the surgeon as ambulance driver. In addition to his other duties, he will care for the ambulance, its equipment and harness, and see that they are always in readiness for immediate use. In the field he will care for the animals. When it is necessary to use the ambulance for any transportation purposes, the commanding officer, on the application of the surgeon, will see that the requisite animals are provided by the quartermaster and placed at the disposal of the surgeon.

1459. Each company will be furnished with one hand litter, which will be kept ready for use at all times. It will be supplied and repaired by the Quartermaster's Department.

1460. Travois, mule litters, etc., may be issued upon the recommendation of the chief surgeon.

1461. Commanding officers will inspect ambulances, litters, and other appliances for transporting the wounded at each monthly inspection and see that they are completely equipped. When practicable, the ambulance fully equipped for service will be presented for inspection, with the animals attached.

FIELD SERVICE.

1462. In field service, troops will be accompanied by such number of men of the Hospital Corps as may be determined by the military commanders on the recommendation of the senior medical officer, except where the number is fixed by the Field Service Regulations.

1463. On the march each medical officer will habitually be attended by a mounted private of the Hospital Corps. When practicable, horses will be furnished by the Quartermaster's Department and horse equipments by the Ordnance Department for those members of the corps on duty in the field who are authorized to be mounted. When no horses are available, special application for authority to hire must be made.

1464. Ambulances will be used for the transportation of the sick and injured, the instruction of the Hospital Corps, and, in urgent cases, for the transportation of medical supplies, and all persons are prohibited from using them, or requiring or permitting them to be used, for any other purpose. It shall be the duty of the officers of the ambulance service to report to the commander of the troops any violation of the provisions of this paragraph.

1465. No person, except the proper medical officers or the officers, noncommissioned officers, and privates of the ambulance service, or such persons as may be specially assigned by competent military authority to duty therewith, will be permitted to take or accompany sick or injured men to the rear, either on the march or elsewhere.

1466. When members of the Hospital Corps are detailed for service in the field during Indian wars, or when left with the sick or wounded under circumstances which justify the expectation that their rights under the Geneva Convention will not be recognized, commanding officers will issue to members of the Hospital Corps revolvers or other available firearms.

GENERAL HOSPITALS.

1467. General hospitals will be under the exclusive control of the Surgeon-General and will be governed by such regulations as the Secretary of War may prescribe. The senior surgeon will command the same and will not be subject to the orders of local commanders other than those of territorial divisions and departments to whom specific delegation of authority may have been made.

1468. Hospital transports, boats, and railway trains, after being properly assigned as such, will be exclusively under the control of the Medical Department, and will not be diverted from their special purposes by orders of local or department commanders or officers of other staff corps.

1469. The Army and Navy General Hospital, Hot Springs, Ark., is under the direction of the Secretary of War, and is devoted to the treatment of the officers and enlisted men of the military and naval service of the United States, the officers of the Revenue-Cutter Service and of the Marine-Hospital Service, and honorably discharged soldiers and sailors of the Regular and Volunteer Army and Navy of the United States, for such diseases as the waters of the Hot Springs of Arkansas have an established reputation in benefiting, except that cases of venereal disease will not be admitted.

1470. Admission to this hospital is restricted to those of the above-named classes who require medical treatment, in the following order of preference: (1) Officers and enlisted men of the Army, the Navy, and the Marine Corps on the active lists, and cadets at the Military and Naval academies; (2) officers and enlisted men of the Army, the Navy, and the Marine Corps on the retired lists; (3) officers of the Revenue-Cutter Service and of the Marine-Hospital Service; (4) honorably discharged soldiers and sailors of the Regular and Volunteer Army and Navy of the United States may also be admitted by authority of the Surgeon-General when there are vacant beds in the hospital.

1471. Enlisted men on the active list, while under treatment or on duty in the hospital, shall have the usual allowance of rations commuted at the rate of not to exceed 40 cents a day for enlisted men of the Army, and 30 cents a day for enlisted

men of the Navy, to be paid to the senior medical officer by the proper officers of the War and Navy Departments upon the receipt of monthly statements of amounts due, certified by the Surgeon-General of the Army.

1472. Enlisted men of the Army, the Navy, and the Marine Corps on the retired list and honorably discharged soldiers and sailors of the Regular and Volunteer Army and Navy of the United States will pay for subsistence at the rate of 40 cents per day.

1473. The general hospital at Fort Bayard, N. Mex., is under the direction of the Secretary of War and is set apart as a sanitarium for the treatment of officers and enlisted men of the Army suffering from pulmonary tuberculosis.

1474. Authority for the admission to the Army and Navy General Hospital at Hot Springs, Ark., and the General Hospital at Fort Bayard, N. Mex., of an officer of the Army on the active list will be granted upon his personal application through military channels to The Military Secretary of the Army for a sick leave of absence, based upon a medical officer's certificate stating the disability for which treatment at the hospital is recommended and the opinion of the medical officer that such treatment will conduce to the more rapid recovery of the patient.

In exceptional cases, upon his application approved by the post and department commanders, wherein for special reasons it may be for the public interest, and in any case at the discretion of the War Department, an officer may be ordered to the hospital on sick report for treatment.

Retired officers of the Army may make direct application accompanied by a medical certificate to The Military Secretary of the Army for permission to enter the hospital.

In the case of an enlisted man, the commanding officer of a military post or station, after having ascertained by telegraph from the commanding officer of the hospital whether or not beds are available, is authorized, upon the receipt of a certificate from the senior medical officer of the post or station setting forth that the soldier is a proper subject for special treatment at Fort Bayard, N. Mex., or at Hot Springs, Ark., to order him there without further reference to the department commander or the War Department. The surgeon making the certificate will be held strictly responsible for the proper selection of each case.

SERVICE OF HOSPITALS.

1475. The senior surgeon is charged with the management and is responsible for the condition of the hospital, which will be at all times subject to inspection by the commanding officer. The senior surgeon of the post will inspect the hospital every morning, and on Saturday will also inspect the detachment of the Hospital Corps.

1476. The surgeon of the post will assign his assistants and the members of the Hospital Corps to duty, and report them on the muster rolls in the capacity in which they are serving. With the approval of the commanding officer he will also appoint the matrons.

1477. Hospital matrons will be allowed at hospitals at posts and arsenals, in numbers to be fixed by the Surgeon-General.

1478. Patients will, if possible, leave their arms and accouterments with their companies.

1479. When a soldier in hospital is detached from his company, his company commander will send to the hospital his descriptive list. The surgeon in charge will enter thereon all payments, stoppages, and the money value of all clothing issued, and when the soldier is returned to duty, transferred, discharged, dies, or deserts, a new descriptive list containing a complete statement of his accounts will be sent to his company or other commander, and the original will be retained by the officer in command of the hospital for his own protection. If the soldier is discharged from the service while in hospital, the surgeon will furnish him with final

statements. If the soldier die in hospital, the surgeon will take charge of his effects and make the reports required in paragraph 160.

1480. Sick or wounded soldiers, discharged while in hospital, will be entitled to medical treatment in hospital, and to the usual ration during disability, or for the period considered proper for them to remain under treatment, but a discharged soldier who has left the hospital will not be readmitted except upon the written order of the commanding officer.

1481. Recently discharged soldiers, needing hospital treatment, who arrive in New York City, San Francisco, or other port on Government transports, may be sent to one of the military hospitals in the vicinity, and rations in kind drawn for them while undergoing treatment.

1482. Tents, clothing, hospital furniture, and other stores used in the treatment of contagious diseases, will be disinfected or burned upon the recommendation and under the supervision of a medical officer.

1483. The Secretary of War may, on the recommendation of the Surgeon-General, order gratuitous issues of clothing to soldiers who have had contagious diseases, and to hospital attendants who have nursed them, to replace articles destroyed by order of the proper medical officer to prevent contagion.

1484. Medical officers in charge of hospital property will not permit it to be used for other than hospital purposes.

1485. Civilian employees at military posts, including the employees of post exchanges, may be furnished the medical supplies prescribed for them by a medical officer under such regulations as the Surgeon-General may establish in accordance with law.

1486. A civilian employee on duty at a station where other than army medical attendance can not be procured is entitled, when necessary, to admission to hospital.

1487. Civilians not in public service will be admitted to hospital only in cases of extreme necessity, and by permission of the commanding officer on written application of the surgeon. Rations will not be issued to them by the commissary, but their food will be purchased from the hospital fund, and the surgeon may remit all charges in cases of destitution.

1488. Hospital charges will be as follows: For retired enlisted men and civilian employees of the Army, and for enlisted men of the Navy and Marine Corps, 40 cents per day; for officers of the Army, Navy, and Marine Corps, warrant officers of the Navy, civilian seamen and river boatmen (admitted only on permit issued by a medical officer of the Marine-Hospital Service or a customs officer), and civilians admitted as provided in the preceding paragraph, $1 per day. The money received will be accounted for with the hospital fund.

1489. The surgeon of the post will keep, account for, and expend the hospital fund, according to the instructions of the Surgeon-General, exclusively for the benefit of the sick in hospital and the enlisted men of the Hospital Corps serving therein.

1490. Medical and official publications furnished from the Surgeon-General's Office to surgeons in charge of hospitals will be properly filed and preserved in the hospital library. The expense of binding these publications and those issued to chief surgeons will be defrayed by the Medical Department, and they will be transported to and from the medical supply depots by the Quartermaster's Department.

HOSPITAL BUILDINGS.

1491. A building will not be erected for or occupied as a hospital until the opinion of a medical officer has been obtained in writing upon the suitableness of site and proposed arrangement. If the commanding officer dissent from this opinion he will return it to the surgeon of the post with his reasons indorsed thereon, who will forward it, through military channels, to the Surgeon-General of the Army.

1492. Hospitals will be erected at permanent posts in accordance with plans and specifications furnished by the Surgeon-General, approved by the Secretary of War.

1493. When alterations of or additions to hospitals are necessary, the surgeon of the post, after obtaining from the quartermaster an estimate of cost, will transmit plans and specifications, with proposed modifications, through military channels, to the Secretary of War. Similar action will be taken upon quarters for sergeants first-class.

1494. When hospitals or quarters of sergeants first class are erected or repaired, the officer conducting the work will consult the surgeon of the post, who will inspect the work during its progress, and when a building is ready for occupancy the surgeon will report as to its merits to the Surgeon-General, through the regular channel, and furnish a copy of the report to the constructing officer.

1495. The surgeon, after obtaining from the quartermaster necessary data as to the amount of labor, quantity of material, and cost, will forward on March 1 of each year, through military channels, to the Secretary of War, an estimate of repairs, alterations, or additions needed on hospitals and quarters of sergeants first-class during the next fiscal year, with plans of the same, stating the condition of the buildings and necessity for repairs. The surgeon of the post will prepare and sign estimates for hospital construction and repairs, one copy of which is required by the Surgeon-General. The number required at department headquarters is fixed by the department commander. When work is completed, the medical officer will report to the Surgeon-General whether it was performed according to the estimate, and the material and balance of allotment remaining. Approved plans or estimates for construction or repair will be altered only by authority of the Secretary of War.

1496. The Surgeon-General will furnish to the Quartermaster-General, in sufficient time for his annual estimates, a statement showing the hospital repairs which will be needed during the ensuing year, with estimated cost of the same.

1497. No portion of any hospital building at a military post will be used or occupied as quarters, nor will any mess be permitted or maintained therein except such as may be necessary for patients and enlisted men there on duty.

SICK CALL.

1498. At sick call the enlisted men of each company who require medical attention will be conducted to the hospital by a noncommissioned officer, who will give to the attending surgeon the company sick report book containing the names of the sick. The surgeon, after examination, will indicate in the book, opposite their names, the men who are to be admitted to hospital and those to be returned to quarters, what duties the latter can perform, with any other information in regard to the sick which he may have to communicate to the company commander. The senior medical officer of the command will make a daily report of the sick and wounded to the commanding officer.

1499. Medical officers will furnish company commanders any information, except the diagnosis, which will assist them in determining, for entry on the muster rolls, whether or not the disability of a soldier who is or has been on sick report originated in the line of duty, entering this information in the company sick report book. When required they will furnish the diagnosis to the commanding officer.

MEDICAL ATTENDANCE.

1500. Medical officers and contract surgeons on duty will attend officers and enlisted men, and, when practicable, their families; and at stations, or in the field, where other medical attendance can not be procured, civilian employees. Medicines will be dispensed to all persons entitled to medical attendance, and hospital stores to enlisted men and hospital matrons, also to officers at posts or stations where they can not be procured by purchase.

1501. Medical officers and contract surgeons at their stations will furnish medical attendance to officers and enlisted men on the retired list, but they will not be required to leave their stations for that purpose. Medicines, dressings, etc., will be supplied to retired officers and enlisted men from army dispensaries on medical officers' prescriptions.

1502. When medical attendance is required by an officer or enlisted man on duty, and the attendance of a medical officer can not be had, the officer, or, if there be no officer present, then the enlisted man, may employ a civilian physician, and a just account for his services and the necessary medicines will be paid by the Medical Department. The accounts for each fiscal year will be rendered separately, and, if for continuous service, forwarded monthly. Accounts for temporary service will be forwarded promptly upon termination thereof.

1503. Accounts for medical attendance will set forth the full name and address of the physician, the full name, rank, company, and regiment or corps of patient, date of and charge for each visit, charge for medicines, and particular disease or injury treated. The physician will certify that the account is correct and just and that the charges do not exceed the customary charges in the vicinity. The officer will certify, or the enlisted man make oath, to the correctness of the account, stating that he was on duty at the time and place specified and why it was impossible to secure the services of an army surgeon. When medicines are furnished by a druggist and charged for by the physician, the original prescription must be furnished, and the receipt of the druggist to the physician will accompany the account.

1504. Accounts for medicines will be accompanied by the original prescriptions and must be for medicines properly so called only. When such an account is presented for payment the druggist will furnish the following certificate: "I certify that the above account is a just and correct statement of medicines furnished by me at ——— to officers and enlisted men of the United States Army, on the prescriptions herewith submitted; that said medicines were actually furnished on said prescriptions to said officers and enlisted men, respectively, at the dates set forth in said account, and that the prices charged are not in excess of those prevailing at said place."

1505. The officer under whose authority the prescriptions are filled will certify the account as follows: "I certify that the foregoing account is correct; that the officers and enlisted men therein mentioned were actually on duty at ——— when the medicine was furnished for them as stated therein, and that such medicines could not then have been procured at an army dispensary in or near said place." The account must set forth the full name of each officer and enlisted man, his rank, the command to which he belongs, and the number, date, and price of each prescription. If there was an army dispensary in or near the place, but the medicines were procured elsewhere because it was closed when they were required, or if they could not be there procured for some other sufficient reason, a statement of the facts supposed to justify the purchase will be added at the end of the officer's certificate.

1506. When the charge for attendance is against an officer he will pay the account, if practicable, and transmit it to the Surgeon-General for reimbursement. Reimbursement accounts will be stated in the prescribed form in the name of the physician; the fact of payment will be plainly stated in the certificates of both the physician and the officer; and the officer, instead of the physician, will sign the receipt at the foot of the form. When the charge is against a deceased officer or enlisted man, the physician will certify as required in paragraph 1503, and that he has not received the sum expressed nor any portion thereof. Accounts for consultation, for medical attendance and medicines for officers and enlisted men not on duty, and for families and servants of officers and enlisted men will not be paid. Treatment of chronic complaints by a specialist will not be paid for unless authority to employ such specialist has been obtained from the Surgeon-General. Surgical

appliances will be paid for only upon satisfactory evidence of their necessity; and such evidence, except in cases of emergency, should be submitted to the Surgeon-General for his approval before purchase. Accounts for hospital stores will be paid only for enlisted men. Accounts for mineral waters or proprietary medicines will not be paid.

1507. When hospital care and treatment are required by an officer or enlisted man on duty with any command or detachment, and can not be had in any army hospital, the commanding officer may obtain the required service in a civil hospital, at rates not to exceed the usual local charges for like service to private patients, reporting his action without delay to the Surgeon-General. When the officer requiring treatment is on duty without troops, or the enlisted man is on duty where there is no officer, he may himself arrange for the required service, reporting his action, if practicable, to the Surgeon-General. Accounts for the care and treatment of sick officers and soldiers in civil hospitals will be sent to the Surgeon-General. The accounts will show the particular services charged for, e. g., medical attendance, medicines, nursing, lodging, and board, and will, when practicable, be itemized to show the separate charges under each head. Accounts for medical attendance, medicines, and nursing only may, if reasonable and just, be settled under the direction of the Surgeon-General. Accounts which include charges for lodging and board will be forwarded to the Auditor for the War Department for settlement and apportionment to the proper appropriations. If not itemized, a just apportionment is deemed to be one-half for medical attendance, medicines, and nursing; one-fourth for lodgings, and one-fourth for board. No charge for the board of an officer can be allowed.

1508. Accounts for the payment of special nurses employed, when necessary for the proper care of the patient, to attend sick officers or soldiers on duty at posts or stations where treatment in an army hospital can not be obtained will be sent to the Surgeon-General for settlement. The accounts will set forth the full name and address of the nurse, the full name, rank, company, and regiment or corps of the patient, the disease for which he was treated, the dates of service and number of hours per day service was rendered, and the rate of pay per week or per month. Pay may be allowed at reasonable rates approved by the Surgeon-General, not however exceeding $21 per week, except upon special authority granted by the Secretary of War. The nurse will certify that the account is correct and just, that the services were rendered as stated, and that the patient is not related to the nurse. The attending physician will certify that the services of a nurse were indispensable to the proper care of the patient, that the nurse was competent, that the services were rendered as claimed, and that the charges do not exceed those customary in the vicinity for competent nurses. The officer will certify, or, if no officer is cognizant of the facts, the enlisted man will make oath, to the correctness of the account, stating that the patient was on duty at the time and place specified and why treatment in an army hospital could not be obtained. When practicable, the patient will pay the account and transmit it, properly receipted, to the Surgeon-General for reimbursement, the fact of payment by the patient being plainly stated both by the patient and the nurse. No accounts for nurses employed in trivial cases will be paid.

1509. The compensation allowed to civilian physicians for the physical examination of recruits will be at the following rates: For a single recruit, $1; for two recruits on the same day, $1.50; for three recruits on the same day, $2; for four recruits on the same day, $2.50, and 40 cents for each recruit over four examined on any one day. A physician employed at different recruiting stations will be allowed the above rates in full for the examinations at each station. He will be allowed 50 cents for each authorized vaccination. Accounts for examination and vaccination of recruits will show the physician's address and the particular location of the recruiting station, the number of applicants examined each day and the

charge, and the number of accepted recruits vaccinated each day and the charge. The physician will certify that the men were vaccinated, and the recruiting officer that they were accepted (sworn) recruits.

1510. The sick at recruiting stations, excepting those with trivial disabilities or those with severe injuries which render their removal impracticable, will be sent by the recruiting officer for treatment to the nearest military hospital. Accounts of civilian physicians for medical attendance and medicines furnished to recruits, assigned or unassigned, will give the date of enlistment in each case.

1511. Civilian physicians employed, in the absence of a medical officer or contract surgeon, to physically examine or vaccinate enlisted men, under these regulations or orders from competent authority, will be paid at the rates prescribed above for the examination and vaccination of recruits.

1512. The compensation allowed to civilian physicians for ordinary medical attendance at garrisoned posts or camps will not exceed the following rates, and if the local charge per visit is less the account will be rendered at the local rates: For attending sick call, five men or less, $2.50; for each man in excess of five, 50 cents; for each additional visit or sick call on same day, when necessary, $2. Where there is a large sick report and the service will be required for an extended period, application will be made to the Surgeon-General for authority to employ a physician by the month. Accounts arising at posts or camps under exceptional circumstances, all accounts arising at other places, and accounts for special or surgical services will be allowed at reasonable rates approved by the Surgeon-General. The accounts will be forwarded in duplicate to the chief surgeon or, if incurred at independent posts or stations, direct to the Surgeon-General.

MEDICAL SUPPLIES.

1513. Purchase of medical supplies will be made in pursuance of law, under the direction of the Surgeon-General.

1514. The routine issue of disinfectants is prohibited.

1515. Damaged or unserviceable medicines, medical books, surgical or scientific instruments and appliances, pertaining to the Medical Department, will not be presented to an inspector for condemnation until authority for so doing has been obtained from the chief surgeon of the division or department.

RETURNS.

1516. Each chief surgeon will make to the Surgeon-General on the last day of every month a return of medical officers, contract dental surgeons, and physicians under contract.

ARTIFICIAL LIMBS.

1517. Every officer, enlisted man, or employee of the military forces of the United States who, in the line of duty, or through disease contracted in service, shall have lost a limb, or the use of a limb, will receive once every three years an artificial limb or appliance, or commutation therefor if he shall so elect, under such regulations as the Surgeon-General of the Army shall prescribe. The money value allowed as commutation is, for a leg, $75; for an arm, foot, and apparatus for resection, $50.

1518. Necessary transportation, including sleeping-car accommodations, required for travel to place where artificial limbs may be fitted, will be furnished by the Quartermaster's Department, the cost to be refunded from any money appropriated for the purchase of artificial limbs.

1519. An officer who pays an account for transportation of persons to enable them to procure artificial limbs will take credit for amounts paid for such transportation in the usual manner on his accounts-current, and the vouchers evidencing the payments will accompany the accounts to the Auditor for the War Department for

settlement. For the convenience of the Auditor in adjusting the appropriations involved the vouchers should bear conspicuously across their face a notation reading, "Transportation to have artificial limbs fitted."

1520. (Blank.)

1521. (Blank.)

ARTICLE LXXVIII.

The Corps of Engineers.

NOTE.—Regulations for the government of the Corps of Engineers, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Chief of Engineers. Only such regulations are herein given as are general in their nature or affect other branches of the service.

1522. The duties of the Corps of Engineers comprise reconnoitering and surveying for military purposes, including the laying out of camps; selection of sites and formation of plans and estimates for military defenses; construction and repair of fortifications and their accessories; the supervision of the location of all buildings in or within one mile of any fortification; the installation of electric power plants and and electric power cables connected with seacoast batteries, and furnishing the necessary electrical supplies connected therewith; planning and superintending of defensive or offensive works of troops in the field; examination of routes of communications for supplies and for military movements; construction and repair of military roads, railroads, and bridges; military demolitions; execution of river and harbor improvements assigned to it, and such other duties as the President or Congress may order. It collects, arranges, and preserves all correspondence, reports, memoirs, estimates, plans, drawings, such deeds and titles as relate to the Washington Aqueduct and public buildings and grounds in the District of Columbia, and models which concern or relate in any wise to the several duties above enumerated.

1523. The Chief of Engineers will have his headquarters at Washington, D. C., and will be charged, under the direction of the War Department, with the command of the Corps of Engineers, both staff and line, excepting such portions as are specifically detached by order of the War Department, and with the management of the Engineer Department, including the regulation of the duties of all officers, agents, and others who may be employed under his direction.

1524. When officers or troops of the Corps of Engineers are detached from the command of the Chief of Engineers they will continue to conform to the regulations of the Engineer Department in regard to the keeping of records and rendering of reports and accounts.

1525. Officers and troops serving under the immediate orders of the Chief of Engineers will not be diverted from such service except in cases of marked public exigencies, and when so diverted the officers will immediately report the facts to the Chief of Engineers, forwarding a copy of the orders they may have received. The officer issuing the order will transmit a copy direct to the War Department. Upon the termination of the exigency such officers or troops will be returned to their prior service, unless otherwise directed by the Chief of Engineers.

1526. The senior officer of engineers commanding engineer troops serving with an army, corps, or independent division in the field will be attached to general headquarters of that organization, but will not be a member of the staff of the commanding officer unless specifically so appointed.

1527. The senior officer of engineers serving with an army corps, a division, a brigade, or smaller body, will communicate to the commander thereof any orders received from any engineer officer who has authority to issue such orders.

1528. An engineer directed to superintend any works to be constructed by troops will point out what is to be done, and will maintain such a supervision as will enable him to see that it is done correctly. It will be the duty of the officer having charge of the detachment to execute the work in accordance with the instructions of the

engineer officer in charge. The detail of troops for work to be carried on under the superintendence of engineers will be furnished on requisition addressed to the officer in chief command of the troops by the senior engineer officer on the staff of that command. The requisition will specify the number of men required, the times and places at which they will assemble to commence work, and the name and rank of the engineer officer to whom they will report. The requisition may be for part of a day or night, for a whole day or night, for a week or a longer period, according to circumstances, the duration of the service always being specified.

1529. When on duty in the field with armies or other independent organizations, engineer officers making surveys and reconnaissances will at once forward their maps and reports of operations to the proper officer at headquarters, who will report directly to the commanding officer at those headquarters.

1530. The senior engineer officer serving with an army or other independent organization in the field will, subject to the approval of his commanding officer, report monthly to the Chief of Engineers, United States Army, the operations of the engineer force under his direction sufficiently in detail to show the nature and extent of the operations and the respective portions executed by the several engineer officers engaged therein.

1531. The senior engineer officer will also cause to be made plans of all works executed under his direction, and will cause journals to be kept, showing by drawings and descriptions, as far as practicable, each day's events. These plans and descriptions, with maps of all surveys and reconnaissances and explanatory reports or memoirs, will be carefully preserved and transmitted at suitable opportunities to the Chief of Engineers, United States Army.

1532. When an engineer officer is sent to any military department, fortress, garrison, or post, a duplicate of his orders will be sent to the commanding officer. On his arrival the engineer officer will communicate his orders, and necessary facilities for executing them will be afforded by the commanding officer. While so on duty, without being especially put under the direction of the commanding officer, the engineer officer will be furnished with copies of all orders and regulations of the command relative to etiquette and police and with the countersign when quartered within a chain of sentinels. The engineer officer will report to the commanding officer when relieved from duty within the limits of the command.

1533. Engineer officers engaged in the construction of fortifications or other public works are entitled to the same allowances as are provided by regulations for officers at garrisoned posts.

1534. No alterations will be made in any fortification or in its casemates, quarters, barracks, magazines, storehouses, or any other building belonging to it, nor will any building of any kind, or work of earth, masonry, or timber be erected within any fortification, or within a mile of its exterior, except under the direction of the Chief of Engineers, United States Army, and by authority of the Secretary of War.

1535. When the Chief of Engineers is satisfied that any fortification or any of its accessories is in all respects complete, so far as the functions of his department are concerned, he will give notice thereof, in writing, to the Chief of Staff, that it may be turned over to the troops for use and care. Until its completion has been so announced, no work will be occupied by troops except by the special order of the War Department.

1536. Officers of the Corps of Engineers, or those on engineer duty, traveling on service connected with fortifications or works of public improvement will be paid their travel allowances from the special appropriation for the work. When traveling on any other duty, the mileage will be paid by the Pay Department.

1537. When necessary in field operations, an engineer officer shall be detailed as director of communications, charged with all road and railroad work and operation between the rear of the army and the advanced field base. He shall be under

the orders of the general commanding in the field and shall submit requisitions for the funds required for his work through the headquarters of that officer, disbursements to be made and accounts rendered under the regulations for the control of the Engineer Department.

1538. In operations in the field, transfers of funds and material pertaining to the engineer work of a command may be made between officers of the command on the order of the commanding officer.

1539. Engineer supplies will be issued to the organized militia of the several States, Territories, and the District of Columbia in accordance with the provisions of "An act to promote the efficiency of the militia, and for other purposes," approved January 21, 1903, upon proper requisition therefor.

ARTICLE LXXIX.

The Ordnance Department.

NOTE.—Regulations for the government of the Ordnance Department, prepared and published under authority of the Secretary of War, are distributed to its officers by the Chief of Ordnance. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL PROVISIONS.

1540. The Chief of Ordnance is charged with the duty of procuring, by purchase or manufacture, and distributing the necessary ordnance and ordnance stores for the Army and the organized militia, and establishes and maintains arsenals and depots for their manufacture and safe-keeping. All officers or other persons in the military establishment, to whom ordnance and ordnance supplies or funds are intrusted, will make accounts and returns thereof to the Chief of Ordnance at the times and in the manner prescribed.

1541. Ordnance and ordnance stores include cannon and artillery vehicles and equipments; apparatus and machines for the service and maneuver of artillery; small-arms, ammunition, and accouterments; horse equipments and harness for the field artillery, and horse equipments for cavalry and for all mounted men except those in the Quartermaster's Department; tools, machinery, and materials for the ordnance service, and all property of whatever nature supplied to the military establishment by the Ordnance Department.

ISSUES AND SALES.

1542. In time of peace, ordnance and ordnance stores are issued from the various arsenals and depots, to the extent authorized by regulations, on requisitions submitted in accordance with existing orders.

1543. In time of war, issues may be made to troops in service on the order of any general or field officer commanding an army, garrison, or detachment, or of a chief ordnance officer of an army, army corps, or division. To authorize an issue to militia, they must have been regularly mustered into the service of the United States and the requisition for the stores must be properly approved.

1544. The Chief of Ordnance will, on the recommendation of a division or department commander, approved by the Secretary of War, establish ordnance depots at such points as may be designated by the Secretary of War, where ordnance stores will be held for distribution to the troops, under such regulations as the division commander may prescribe.

1545. When practicable, these depots will be under the charge of ordnance officers, and only such limited supply of ordnance stores as may be required to meet current needs will be kept at or issued from them. All other ordnance stores will be supplied from the arsenals, as provided in paragraph 1542.

1546. Requisitions for ordnance supplies to meet current needs will be filled from a depot, under the instructions of the division or department commander. The officer in charge will be responsible, under the division or department commander, that sufficient stores, procured by timely requisitions upon the Chief of Ordnance, are always on hand. Unserviceable and unsuitable ordnance and ordnance stores at such depots are under the control of the Chief of Ordnance.

1547. Requisitions for ordnance and ordnance stores not on hand within a department must be approved by the immediate commanders. The personal approval of the department commander, or of the chief ordnance officer of his department is necessary, but in the absence of the department commander the approval may be made in his name by one of his staff officers.

1548. Requisitions will be made in conformity with the supply tables prepared by the Chief of Ordnance, unless extraordinary circumstances, to be plainly set forth in each case, should require a larger supply of one or more of the articles authorized.

1549. The service arms, ammunition, accouterments, and horse equipments required by an officer for his own use in the public service may be sold to him by the Ordnance Department at the regulation price and the money received passed to the credit of the proper appropriation. Ordnance supplies thus sold to officers will not be disposed of to persons not in the military service. Necessary repairs to the service arms and equipments of an officer will be made by the Ordnance Department at the cost of these repairs. Officers making purchases, or having repairs done, will furnish certificates of the fact that these sales or repairs are for their own use in the public service.

1550. When the arms or equipments authorized to be purchased in the preceding paragraph can not be obtained from an ordnance officer, officers may take from those for which they are accountable such articles as they require for their personal use or may furnish them to officers of their commands for like purpose. In such cases the accountable officer will deposit the proceeds of the sales as required by paragraph 618 and make the report required by paragraph 613. At the end of each month an abstract of such sales on Form No. 272 will be prepared in duplicate and forwarded to the Chief of Ordnance. A third copy will be forwarded with the property return of the officer.

1551. Officers serving with troops may draw for their personal use, from stores belonging to the command with which they are serving, one regulation rifle or carbine and one revolver, with the appropriate equipments and the usual quantity of ammunition for each arm. This ordnance property may be used in action or target practice and will be accounted for on returns to the Chief of Ordnance.

1552. Ordnance stores will not be loaned to any person, and any officer violating this rule will be held responsible for the money value of the articles.

1553. Issues and transfers of ordnance stores will not be made on memorandum invoices and receipts, except in special cases authorized by and subject to instructions from the Chief of Ordnance.

1554. An officer who makes an issue of ordnance stores to one not in command of troops, except under orders from competent authority, will be charged with the money value of the stores so issued.

1555. Civilian employees of the War Department may be armed when necessary for the protection of life or public property, and the same responsibility attaches to the officers accountable for the arms furnished them that attaches to those accountable for the arms in the hands of enlisted men. The sale of ammunition to civilians belonging to exploring or surveying expeditions authorized by law, and to civilian employees of the War Department, may be made for hunting purposes when considered necessary for their subsistence or for the interest of the United States. In the field the sale of meat cans, canteens, knives, forks, and spoons, when they can be spared, to an officer in charge of civilian employees for their use, is authorized provided they can not be obtained in any other way.

1556. Arms lost, destroyed, or embezzled by civilian employees will be charged in the same manner as stores similarly lost by enlisted men; and the money value thereof accounted for as in case of sales made in accordance with paragraph 1550.

EXPENDITURE OF AMMUNITION.

1557. Ammunition will only be expended in action, in defense of life or public property, in target practice, in the preliminary instruction of the soldier, in hunting, and for authorized salutes.

1558. The officer's certificate as to the necessity for all expenditures of ammunition must accompany his property return, and when ammunition is dropped from his return as "expended in action by civil employees," a statement giving the place, date, and attending circumstances, sufficiently in detail to insure verification, must be filed with the return.

1559. Ammunition expended by a soldier without orders, or not in the line of duty, or which may be damaged or lost through his neglect, will be charged to him.

1560. When ammunition is furnished to civilian employees, it is not to be dropped from the returns unless expended in action or in hunting when necessary to obtain subsistence. Ammunition not so expended will be returned to the responsible officer and accounted for by him, or paid for at the price fixed.

SURPLUS AND DAMAGED STORES.

1561. Serviceable surplus ordnance stores may be turned in at the nearest arsenal on the order of a department commander, or, if in the hands of a recruiting officer, on the order of the War Department.

1562. Officers in charge of arsenals and ordnance depots will afford every facility to officers authorized to turn in property. They will give receipts for it according to condition.

1563. Whenever canteens become unserviceable because of worn-out covers or lost corks, they will not be presented for condemnation, but will be repaired by the troops. Timely requisitions will be made on the Ordnance Department for extra covers, corks, etc., with which to repair them.

1564. Articles of personal equipment belonging to the Ordnance Department which a detached soldier carries with him will be noted on the soldier's descriptive list or descriptive and assignment card, and will be entered opposite the soldier's name on duplicate invoice and receipt ordnance blanks, the invoice being signed by the accountable officer, or the issuing officer in his name. The soldier will sign in the body of the invoices acknowledgment that he has the property. One of these blanks thus signed by the soldier will be attached to the descriptive list or descriptive and assignment card. The invoices will, when practicable, indicate the destination of the soldier.

The accountable officer will drop from his return the articles thus turned over, which will be taken up by the officer to whom the soldier reports, missing articles being charged by the latter officer against the soldier in usual manner.

The officer dropping the property will forward one of the signed invoices with the return on which he drops the property. The officer who takes up the property will receipt for the same on the duplicate invoice and receipt attached to the soldier's descriptive list or descriptive and assignment card, which he will forward with the return on which he takes up the property.

Blank invoices and receipts suitable for this transfer will be furnished by the Chief of Ordnance.

1565. Detached soldiers going to or returning from the Philippines will be required to turn in all ordnance property in their possession before sailing.

1566. Ordinary repairs can usually be made in the company or at the post or within the district with the means provided for that purpose by the Ordnance Department. When the repairs required can not be thus made, and the stores are

other than mobile and seacoast artillery, an inspector should recommend that the articles be sent to an arsenal designated by the Chief of Ordnance. A certified extract from the inspection report, accompanying the invoices, is the officer's authority for turning them in.

1567. In the absence of an inspecting officer, department commanders may direct all small arms, accouterments, equipments, material for mechanical maneuvers, hydraulic jacks, and targets, which need repairs, resulting from fair wear and tear, and which can not be made by the means provided at the post or within the district, to be sent to such arsenal as may be designated by the Chief of Ordnance.

1568. For the maintenance and improvement of the mobile and seacoast artillery and accessories, armament districts are established in orders from the War Department, and the assignment of armament officers to the charge of these districts is made by the Chief of Ordnance. These officers will keep themselves informed of the condition of the material by inspections, and by direct correspondence with the various district and post commanders. The former are authorized to make the necessary repairs to material in their districts; but no alterations can be made without the authority of the Chief of Ordnance. Where repairs indicate improper handling or neglect of material, the circumstances will be reported to the Chief of Ordnance.

When mechanics employed by an armament officer are on duty at a post or in a district, they will, in the absence of the armament officer, be under the supervision of the post or district commander.

1569. No officer will turn in any unserviceable ordnance stores except as provided in these regulations.

1570. Price lists of ordnance and ordnance stores will be published from time to time for the information and guidance of officers in making inventories, sales, and charges for the loss of or damage to ordnance property.

1571. Arm chests not required for the storage of supplies will be returned to the nearest arsenal or ordnance depot when the cost of transportation is not greater than the value of the property. Officers to whom such chests have been issued will be charged with their value if they are destroyed.

INSPECTION OF ORDNANCE AND ORDNANCE STORES.

1572. Before final disposition of ordnance supplies which from any cause are worn out or damaged, they will be submitted to an inspector. But when small arms become unserviceable and can not, under existing orders, be repaired at the post, they will be turned into the nearest depot or arsenal, and will under no circumstances be broken up.

1573. Artillery guns and carriages, including ammunition for cannon, will not be presented for the action of an inspector without the authority of the Secretary of War. All of the copies of the inspection report on such property will be forwarded by the department commander direct to the Chief of Ordnance for the final action of the Secretary of War.

1574. When the recommendation of an inspector for sale of ordnance stores is approved, two copies of the report will be returned to the officer accountable for the stores, with detailed instructions how to make the sales, and one copy transmitted to the Inspector-General. One copy of each inventory and inspection report must accompany the property return. Sales of condemned ordnance and ordnance stores will be accounted for on Form No. 272, which will be executed in duplicate and forwarded direct to the Chief of Ordnance on completion of the sale. A third copy will accompany the officer's property return.

PACKING AND TRANSPORTATION.

1575. Officers who ship arms of any description are held responsible that they are so packed that, under ordinary handling, they can not break loose from their

fastenings in the boxes, and that no loaded arm is packed for transportation. When loaded arms, or arms insecurely packed, are received by an officer, he will report the facts direct to the Chief of Ordnance.

1576. After packing arms or ordnance stores for shipment, the covers and bottoms of the arm chests and packing boxes will, if possible, be sealed with wax and stamped with an official mark by the officer responsible. The lid will be secured by screws, at least two of which will be sealed. Each board on top and bottom will have at least one sealed screw. The screw heads will be countersunk to a depth sufficient to protect the wax seal from injury. The design of the seal will designate the arsenal, depot, post, or organization from which shipment is made. For over-sea shipments, all boxes and crates will be properly strapped with wire or hoop iron. Boxes containing arms and other valuable stores will be sealed prior to shipment from ordnance establishments in accordance with special instructions from the Chief of Ordnance.

1577. The Ordnance Department will prepare official stamps for sealing boxes and distribute them to each company. Company commanders will account for them in their returns of ordnance stores and use them exclusively for purposes intended.

1578. In preparing property for shipment, the name of the invoicing officer, or of the arsenal or depot, the date of the invoice, the number, gross weight, and general contents of each box or package, and the name or designation of the receiving officer will be distinctly marked thereon prior to delivery for shipment. Each quartermaster who ships or receives ordnance stores will satisfy himself that the seals on the packages are unbroken. If the seals should be broken and any stores lost, he will cause the value of the lost stores to be charged to the carrier.

1579. When stores are turned over to the Quartermaster's Department for transportation, they will be accompanied by triplicate invoices, one of which will be receipted and returned by the shipping quartermaster to the invoicing officer. Duplicate invoices with duplicate receipts to be signed by the receiving officer, and a shipping list describing the contents of each box or package will be sent direct to the receiving officer by mail, to reach him, if practicable, before the receipt of the stores. Materials procured for current use at ordnance establishments will be transported at the expense of the Ordnance Department.

RETURNS AND REPORTS.

1580. Officers accountable for ordnance and ordnance stores will render the returns and statements required by Ordnance Property Regulations.

1581. Records of artillery firing will be kept by commanding officers of permanent forts and batteries, and a copy forwarded direct to the Chief of Ordnance at the end of February, April, June, August, October, and December of each year.

1582. Requisitions for blanks and blank books required for the use of the Ordnance Department will be made quarterly, or when needed, by every regiment and company. Those suited to every command and arm of the service can be obtained upon application to the Chief of Ordnance.

1583. In the care and preservation of artillery material, magazines, small arms, etc., the instructions contained in the authorized Manual of Heavy Artillery and the publications of the Ordnance Department will be observed.

1584. When ordnance stores, or services not personal, are procured in open market aggregating in value less than $200, an immediate report is required to be made to the Secretary of War, through the Chief of Ordnance, of every procurement exceeding $100.

TESTS AND EXPERIMENTAL TRIALS.

1585. No written or pictorial description of tests by this Government of arms or munitions of war will be made for publication without the authority of the Secretary of War, nor will any information, written or verbal, concerning them which is not

contained in the printed reports and documents of the War Department be given to any unauthorized person.

1586. Except by special authority of the Secretary of War, no persons other than officers of the Army and Navy of the United States and members of Congress in their official capacity, and persons in the service of the United States employed in direct connection with such tests, will be allowed to witness the same.

1587. Until further orders, inventors and manufacturers, or their properly accredited representatives, will also be permitted to be present at tests of and experiments with their own inventions.

Commanding officers of ordnance establishments and other military posts are authorized to pass such persons into them when they present the necessary credentials, but only for the purpose stated. Access to parts of commands not involved in the tests and experiments and to any war material, or to any means of obtaining knowledge of the same, is prohibited.

ARTICLE LXXX.

THE SIGNAL CORPS.

NOTE.—Regulations for the government of the Signal Corps, and for the operation and maintenance of United States military telegraph lines and cables, prepared and published by the Chief Signal Officer of the Army, under authority of the Secretary of War, are distributed to officers and men by the Chief Signal Officer. Only such regulations are herein given as are general in their nature or affect other branches of the service.

1588. The Chief Signal Officer is charged with the direction of the Signal Corps of the Army; with the control of the officers, enlisted men, and employees attached thereto; with the construction, repair, and operation of military cables, telegraphic and telephonic lines and wireless installations, field telegraph trains, balloon trains, and furnishing and installing instruments and connecting cables used for transmitting information in connection with fire control at seacoast fortifications; with the preparation, distribution, and revision of the War Department Telegraphic Code; with the supervision of such instruction in military signaling and telegraphy as may be prescribed in orders from the War Department; with the procurement, preservation, and distribution of the necessary supplies for the Signal Corps and for signaling installations of the lake and seacoast defenses. He has charge of all military signal duties, and of books, papers, and devices connected therewith, including telegraph and telephone apparatus and the necessary meteorological instruments for target ranges and other military uses; of collecting and transmitting information for the Army, by telegraph or otherwise, and all other duties pertaining to military signaling.

1589. Noncommissioned officers and first-class privates and privates of the Signal Corps will be enlisted and may be mustered, at the discretion of the Chief Signal Officer of the Army, in the class or grade for which they are competent and in which there is a vacancy. They will be promoted and reduced in the class or grade, as fixed by law, by the Chief Signal Officer of the Army or by his authority.

1590. The senior signal officer of an army in the field commands the signal parties serving therein. Orders affecting them will be transmitted through him, and he will be responsible that they are fully instructed, adequately supplied, and that they properly perform their duties. He will keep himself informed of the position of the army and of the enemy, and, under the instruction of the general commanding, will establish his stations. He will submit reports of operations to the general commanding, and forward copies thereof to the Chief Signal Officer in Washington, to whom he will report monthly his station, the strength and condition of his parties, and all other matters pertaining to their duties and equipment.

1591. When telegraph lines are placed under charge of signal officers, they will be held responsible for their construction, maintenance, and operation. Command-

ing officers and others will see that the special duties of these officers are not interfered with, and upon proper application will render any assistance in their power.

1592. Communications transmitted by telegraph or signals are always confidential, and will not be revealed except to those officially entitled to receive them, or in cases specially ordered by competent military authority.

1593. Official and military messages will have precedence. Subject to modification in orders from the War Department, or by order of the commanding general of the army in the field, important dispatches will be usually sent in the following order of priority, due regard being had to the relative urgency of messages in the same class:

First. Those relating to the movement or administration of the army in the field, and of the Navy.

Second. Other messages relating to the Army, to the Navy, and to governmental departments or bureaus of the United States.

Third. Messages of State, Territorial, or other civil officials, relating to public business.

Fourth. Messages between diplomatic agents of neutral governments.

Fifth. Press messages.

Sixth. Miscellaneous business, those relating to death or serious illness having priority.

Unimportant dispatches of any class must not, however, be given precedence over important dispatches of a subordinate class.

2. Dispatches containing matter deemed to be injurious to the public interests must be submitted to the commanding general for his orders relative to their transmission. On detached lines such messages will be submitted to the senior officer or noncommissioned officer for his action.

3. Officers and soldiers are strictly prohibited from communicating, except to commanding officers or under special authorization from proper military authority, information by telegraph, or otherwise, relative to numbers, movements, or operations of troops, or details regarding fortifications, armaments, or experiments made in connection with military affairs. Neither shall they be permitted to file or send dispatches containing opinions on military operations or other military matters relating to any part of the army or command with which they are serving, or to any auxiliary forces.

4. Personal and press messages may, under conditions not interfering with military business, be transmitted free over field military telegraph lines that are closed to the general public.

5. The use of any cipher is forbidden, except in communication to and from commanding officers and their superiors, or in cases of civil officers specially authorized. Personal and press codes, however, may be utilized for the economical transmission of dispatches upon filing a copy of the code with the central office and under such other regulations as may be formulated by the general commanding an army in the field.

6. The chief signal officer of an army operating in the field, or of a district under military control, in carrying out his general instructions will formulate necessary regulations for the management and operation of military telegraph lines under his control. General rules should be reduced to writing, be clearly defined, and impartially enforced.

1594. The department commander will supplement the operations of the Signal Corps of the Army by such instruction in practice in military signaling as may be necessary for the public service. He will cause each troop, battery, and company commander to have at all times at least two available enlisted men able to exchange messages in the Army and Navy code at short distances by flag.

1595. Any person or persons who shall willfully or maliciously injure or destroy any of the works or property or material of any telegraphic line constructed and

owned, or in process of construction, by the United States, or that may be hereafter constructed and owned or occupied and controlled by the United States, or who shall willfully or maliciously interfere in any way with the working or use of any such telegraphic line, or who shall willfully or maliciously obstruct, hinder, or delay the transmission of any communication over any such telegraphic line, shall be deemed guilty of a misdemeanor, and, on conviction thereof in any district court of the United States having jurisdiction of the same, shall be punished by a fine of not less than $100 nor more than $1,000, or with imprisonment for a term not exceeding three years, or with both, in the discretion of the court.

1596. Code cards and instructions for visual signaling will be furnished by the Chief Signal Officer of the Army upon application. Signal supplies will be furnished by the Signal Bureau to posts and such organizations as require them on requisitions approved by department commanders. They will be receipted for by signal officers, and will be accounted for to the Chief Signal Officer on forms furnished for the purpose.

1597. Signal supplies will be issuedto the organized militia of the several States, Territories, and the District of Columbia in accordance with the provisions of "An act to promote the efficiency of the militia, and for other purposes," upon proper requisition therefor.

1598. Telescopes, field glasses, telephones, and expensive electrical apparatus of the Signal Corps when unserviceable will not be submitted to an inspector for condemnation without previous authority of the Chief Signal Officer.

1599. Quartermasters and commissaries will issue to signal parties serving in their vicinity, on the requisition of the officer in charge, such supplies from their respective departments as may be necessary for their proper equipment and subsistence.

1600. Electrical engineers and other technical employees of the Signal Corps shall, while serving on transports or other Government vessels used as cable ships, be entitled to subsistence in the same manner as employees of the Quartermaster's and Commissary departments serving thereon.

ARTICLE LXXXI.

Uniform.

1601. The uniform and equipments of officers and enlisted men will be prescribed in special regulations published by authority of the Secretary of War.

ARTICLE LXXXII.

Manuals of Staff Departments and Blank Forms.

1602. Manuals issued by the Staff Departments and approved by the Secretary of War, when not in conflict with any of the provisions of these regulations, will have equal force therewith.

1603. The standard blank forms used in Army administration, with the notes and directions thereon, have the force and effect of Army Regulations. New forms or alterations will not be made without the authority of the Secretary of War, and the date on which a form or alteration was authorized will be printed on the form itself. All notes or directions on these blanks will, prior to their issue, be approved by the Secretary of War. These forms and lists of them will be furnished by the chiefs of the various bureaus and offices of the War Department. Requisitions therefor will call for them by number and name.

1604. Manuscript returns, rolls, certificates, and other documents are prohibited, when the proper printed forms are on hand.

ARTICLES OF WAR.

SECTION 1342, Revised Statutes. The armies of the United States shall be governed by the following rules and articles. The word officer, as used therein, shall be understood to designate commissioned officers; the word soldier shall be understood to include noncommissioned officers, musicians, artificers, privates, and other enlisted men, and the convictions mentioned therein shall be understood to be convictions by court-martial.

ARTICLE 1. Every officer now in the Army of the United States shall, within six months from the passing of this act, and every officer hereafter appointed shall, before he enters upon the duties of his office subscribe these rules and articles.

ART. 2. These rules and articles shall be read to every enlisted man at the time of or within six days after his enlistment, and he shall thereupon take an oath or affirmation in the following form: "I, A. B., do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the rules and articles of war." This oath may be taken before any commissioned officer of the Army.

ART. 3. Every officer who knowingly enlists or musters into the military service any minor over the age of 16 years without the written consent of his parents or guardian, or any minor under the age of 16 years, or any insane or intoxicated persons, or any deserter from the military or naval service of the United States, or any person who has been convicted of any infamous criminal offense, shall, upon conviction, be dismissed from the service, or suffer such other punishment as a court-martial may direct.

ART. 4. No enlisted man, duly sworn, shall be discharged from the service without a discharge in writing, signed by a field officer of the regiment to which he belongs, or by the commanding officer when no field officer is present; and no discharge shall be given to any enlisted man before his term of service has expired except by order of the President, the Secretary of War, the commanding officer of a department, or by sentence of a general court-martial.

ART. 5. Any officer who knowingly musters as a soldier a person who is not a soldier shall be deemed guilty of knowingly making a false muster and punished accordingly.

ART. 6. Any officer who takes money, or other thing, by way of gratification, on mustering any regiment, troop, battery, or company, or on signing muster rolls, shall be dismissed from the service, and shall thereby be disabled to hold any office or employment in the service of the United States.

ART. 7. Every officer commanding a regiment, an independent troop, battery, or company, or a garrison, shall, in the beginning of every month, transmit through the proper channels, to the Department of War, an exact return of the same, specifying the names of the officers then absent from their posts, with the reasons for and

the time of their absence. And any officer who, through neglect or design, omits to send such returns, shall, on conviction thereof, be punished as a court-martial may direct.

ART. 8. Every officer who knowingly makes a false return to the Department of War, or to any of his superior officers authorized to call for such returns, of the state of the regiment, troop or company, or garrison under his command; or of the arms, ammunition, clothing, or other stores thereunto belonging, shall, on conviction thereof before a court-martial, be cashiered.

ART. 9. All public stores taken from the enemy shall be secured for the service of the United States; and for neglect thereof the commanding officer shall be answerable.

ART. 10. Every officer commanding a troop, battery, or company is charged with the arms, accouterments, ammunition, clothing, or other military stores belonging to his command, and is accountable to his colonel in case of their being lost, spoiled, or damaged otherwise than by unavoidable accident, or on actual service.

ART. 11. Every officer commanding a regiment or an independent troop, battery, or company, not in the field, may, when actually quartered with such command, grant furloughs to the enlisted men in such numbers and for such time as he shall deem consistent with the good of the service. Every officer commanding a regiment, or an independent troop, battery, or company, in the field, may grant furloughs not exceeding thirty days at one time, to five per centum of the enlisted men, for good conduct in the line of duty, but subject to the approval of the commander of the forces of which said enlisted men form a part. Every company officer of a regiment, commanding any troop, battery, or company not in the field, or commanding in any garrison, fort, post, or barrack, may, in the absence of his field officer, grant furloughs to the enlisted men for a time not exceeding twenty days in six months, and not to more than two persons to be absent at the same time.

ART. 12. At every muster of a regiment, troop, battery, or company, the commanding officer thereof shall give to the mustering officer certificates, signed by himself, stating how long absent officers have been absent and the reasons of their absence. And the commanding officer of every troop, battery, or company shall give like certificates, stating how long absent noncommissioned officers and private soldiers have been absent and the reasons of their absence. Such reasons and time of absence shall be inserted in the muster rolls opposite the names of the respective absent officers and soldiers, and the certificates, together with the muster rolls, shall be transmitted by the mustering officer to the Department of War as speedily as the distance of the place and muster will admit.

ART. 13. Every officer who signs a false certificate, relating to the absence or pay of an officer or soldier, shall be dismissed from the service.

ART. 14. Any officer who knowingly makes a false muster of man or horse, or who signs, or directs, or allows the signing of any muster roll, knowing the same to contain a false muster, shall, upon proof thereof, by two witnesses, before a court-martial, be dismissed from the service, and shall thereby be disabled to hold any office or employment in the service of the United States.

ART. 15. Any officer who, willfully or through neglect, suffers to be lost, spoiled, or damaged any military stores belonging to the United States, shall make good the loss or damage, and be dismissed from the service.

ART. 16. Any enlisted man who sells, or willfully or through neglect, wastes the ammunition delivered out to him, shall be punished as a court-martial may direct.

ART. 17. Any soldier who sells or, through neglect, loses or spoils his horse, arms, clothing, or accouterments, shall be punished as a court-martial may adjudge, subject to such limitation as may be prescribed by the President by virtue of the power vested in him. [Act of July 27, 1892.]

ART. 18. Any officer commanding in any garrison, fort, or barracks of the United States who, for his private advantage, lays any duty or imposition upon, or is interested in, the sale of any victuals, liquors, or other necessaries of life brought into such garrison, fort, or barracks for the use of the soldiers, shall be dismissed from the service.

ART. 19. Any officer who uses contemptuous or disrespectful words against the President, the Vice-President, the Congress of the United States, or the chief magistrate or legislature of any of the United States in which he is quartered, shall be dismissed from the service, or otherwise punished, as a court-martial may direct. Any soldier who so offends shall be punished as a court-martial may direct.

ART. 20. Any officer or soldier who behaves himself with disrespect towards his commanding officer shall be punished as a court-martial may direct.

ART. 21. Any officer or soldier who, on any pretense whatsoever, strikes his superior officer, or draws or lifts up any weapon, or offers any violence against him, being in the execution of his office, or disobeys any lawful command of his superior officer, shall suffer death, or such other punishment as a court-martial may direct.

ART. 22. Any officer or soldier who begins, excites, causes, or joins in any mutiny, or sedition, in any troop, battery, company, party, post, detachment, or guard, shall suffer death, or such other punishment as a court-martial may direct.

ART. 23. Any officer or soldier who, being present at any mutiny or sedition, does not use his utmost endeavor to suppress the same, or having knowledge of any intended mutiny or sedition, does not, without delay, give information thereof to his commanding officer, shall suffer death, or such other punishment as a court-martial may direct.

ART. 24. All officers, of what condition soever, have power to part and quell all quarrels, frays, and disorders, whether among persons belonging to his own or to another corps, regiment, troop, battery, or company, and to order officers into arrest, and noncommissioned officers and soldiers into confinement, who take part in the same, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or noncommissioned officer, or draws a weapon upon him, shall be punished as a court-martial may direct.

ART. 25. No officer or soldier shall use any reproachful or provoking speeches or gestures to another. Any officer who so offends shall be put in arrest. Any soldier who so offends shall be confined and required to ask pardon of the party offended in the presence of his commanding officer.

ART. 26. No officer or soldier shall send a challenge to another officer or soldier to fight a duel, or accept a challenge so sent. Any officer who so offends shall be dismissed from the service. Any soldier who so offends shall suffer such punishment as a court-martial may direct.

ART. 27. Any officer or noncommissioned officer, commanding a guard, who knowingly and willingly suffers any person to go forth to fight a duel shall be punished as a challenger; and all seconds or promoters of duels, and carriers of challenges to fight duels, shall be deemed principals, and punished accordingly. It shall be the duty of any officer commanding an army, regiment, troop, battery, company, post, or detachment, who knows or has reason to believe that a challenge has been given or accepted by any officer or enlisted man under his command, immediately to arrest the offender and bring him to trial.

ART. 28. Any officer or soldier who upbraids another officer or soldier for refusing a challenge shall himself be punished as a challenger; and all officers and soldiers are hereby discharged from any disgrace or opinion of disadvantage which might arise from their having refused to accept challenges, as they will only have acted in obedience to the law, and have done their duty as good soldiers, who subject themselves to discipline.

ART. 29. Any officer who thinks himself wronged by the commanding officer of his regiment, and, upon due application to such commander, is refused redress, may complain to the general commanding in the State or Territory where such regiment is stationed. The general shall examine into said complaint and take proper measures for redressing the wrong complained of; and he shall, as soon as possible, transmit to the Department of War a true statement of such complaint, with the proceedings had thereon.

ART. 30. Any soldier who thinks himself wronged by any officer may complain to the commanding officer of his regiment, who shall summon a regimental court-martial for the doing of justice to the complainant. Either party may appeal from such regimental court-martial to a general court-martial; but if, upon such second hearing, the appeal appears to be groundless and vexatious, the party appealing shall be punished at the discretion of said general court-martial.

ART. 31. Any officer or soldier who lies out of his quarters, garrison, or camp, without leave from his superior officer, shall be punished as a court-martial may direct.

ART. 32. Any soldier who absents himself from his troop, battery, company, or detachment, without leave from his commanding officer, shall be punished as a court-martial may direct.

ART. 33. Any officer or soldier who fails, except when prevented by sickness or other necessity, to repair, at the fixed time, to the place of parade, exercise, or other rendezvous appointed by his commanding officer, or goes from the same, without leave from his commanding officer, before he is dismissed or relieved, shall be punished as a court-martial may direct.

ART. 34. Any soldier who is found one mile from camp, without leave in writing from his commanding officer, shall be punished as a court-martial may direct.

ART. 35. Any soldier who fails to retire to his quarters or tent at the beating of retreat shall be punished according to the nature of his offense.

ART. 36. No soldier belonging to any regiment, troop, battery, or company shall hire another to do his duty for him, or be excused from duty, except in cases of sickness, disability, or leave of absence. Every such soldier found guilty of hiring his duty, and the person so hired to do another's duty, shall be punished as a court-martial may direct.

ART. 37. Every noncommissioned officer who connives at such hiring of duty shall be reduced. Every officer who knows and allows such practices shall be punished as a court-martial may direct.

ART. 38. Any officer who is found drunk on his guard, party, or other duty shall be dismissed from the service. Any soldier who so offends shall suffer such punishment as a court-martial may direct. No court-martial shall sentence any soldier to be branded, marked, or tattooed.

ART. 39. Any sentinel who is found sleeping upon his post, or who leaves it before he is regularly relieved, shall suffer death, or such other punishment as a court-martial may direct.

ART. 40. Any officer or soldier who quits his guard, platoon, or division without leave from his superior officer, except in a case of urgent necessity, shall be punished as a court-martial may direct.

ART. 41. Any officer who, by any means whatsoever, occasions false alarms in camp, garrison, or quarters shall suffer death, or such other punishment as a court-martial may direct.

ART. 42. Any officer or soldier who misbehaves himself before the enemy, runs away, or shamefully abandons any fort, post, or guard, which he is commanded to

defend, or speaks words inducing others to do the like, or casts away his arms or ammunition, or quits his post or colors to plunder or pillage, shall suffer death, or such other punishment as a court-martial may direct.

ART. 43. If any commander of any garrison, fortress, or post is compelled, by the officers and soldiers under his command, to give up to the enemy or to abandon it, the officers or soldiers so offending shall suffer death, or such other punishment as a court-martial may direct.

ART. 44. Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death, or such other punishment as a court-martial may direct.

ART. 45. Whosoever relieves the enemy with money, victuals, or ammunitions, or knowingly harbors or protects an enemy, shall suffer death, or such other punishment as a court-martial may direct.

ART. 46. Whosoever holds correspondence with, or gives intelligence to, the enemy, either directly or indirectly, shall suffer death, or such other punishment as a court-martial may direct.

ART. 47. Any officer or soldier who, having received pay, or having been duly enlisted in the service of the United States, deserts the same, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct.

ART. 48. Every soldier who deserts the service of the United States shall be liable to serve for such period as shall, with the time he may have served previous to his desertion, amount to the full term of his enlistment; and such soldier shall be tried by a court-martial and punished, although the term of his enlistment may have elapsed previous to his being apprehended and tried.

ART. 49. Any officer who, having tendered his resignation, quits his post or proper duties, without leave, and with intent to remain permanently absent therefrom, prior to due notice of the acceptance of the same, shall be deemed and punished as a deserter.

ART. 50. No noncommissioned officer or soldier shall enlist himself in any other regiment, troop, or company, without a regular discharge from the regiment, troop, or company in which he last served, on a penalty of being reputed a deserter, and suffering accordingly. And in case any officer shall knowingly receive and entertain such noncommissioned officer or soldier, or shall not, after his being discovered to be a deserter, immediately confine him and give notice thereof to the corps in which he last served, the said officer shall, by court-martial, be cashiered.

ART. 51. Any officer or soldier who advises or persuades any other officer or soldier to desert the service of the United States, shall, in time of war, suffer death or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct.

ART. 52. It is earnestly recommended to all officers and soldiers diligently to attend divine service. Any officer who behaves indecently or irreverently at any place of divine worship shall be brought before a general court-martial, there to be publicly and severely reprimanded by the president thereof. Any soldier who so offends shall, for his first offense, forfeit one-sixth of a dollar; for each further offense he shall forfeit a like sum, and shall be confined twenty-four hours. The money so forfeited shall be deducted from his next pay, and shall be applied, by the captain or senior officer of his troop, battery, or company, to the use of the sick soldiers of the same.

ART. 53. Any officer who uses any profane oath or execration shall, for each offense, forfeit and pay one dollar. Any soldier who so offends shall incur the penalties provided in the preceding article; and all moneys forfeited for such offenses shall be applied as therein provided.

ART. 54. Every officer commanding in quarters, garrison, or on the march, shall keep good order, and, to the utmest of his power, redress all abuses or disorders which may be committed by any officer or soldier under his command; and if, upon complaint made to him of officers or soldiers beating or otherwise ill-treating any person, disturbing fairs or markets, or committing any kind of riot, to the disquieting of the citizens of the United States, he refuses or omits to see justice done to the offender, and reparation made to the party injured, so far as part of the offender's pay shall go toward such reparation, he shall be dismissed from the service, or otherwise punished as a court-martial may direct.

ART. 55. All officers and soldiers are to behave themselves orderly in quarters and on the march; and whoever commits any waste or spoil, either in walks or trees, parks, warrens, fish ponds, houses, gardens, grain fields, inclosures, or meadows, or maliciously destroys any property whatsoever belonging to inhabitants of the United States (unless by order of a general officer commanding a separate army in the field) shall, besides such penalties as he may be liable to by law, be punished as a court-martial may direct.

ART. 56. Any officer or soldier who does violence to any person bringing provisions or other necessaries to the camp, garrison, or quarters of the forces of the United States in foreign parts, shall suffer death, or such other punishment as a court-martial may direct.

ART. 57. Whosoever, belonging to the armies of the United States in foreign parts, or at any place within the United States or their Territories during rebellion against the supreme authority of the United States, forces a safeguard, shall suffer death.

ART. 58. In time of war, insurrection, or rebellion, larceny, robbery, burglary, arson, mayhem, manslaughter, murder, assault and battery with an intent to kill, wounding, by shooting or stabbing, with an intent to commit murder, rape, or assault and battery with an intent to commit rape, shall be punishable by the sentence of a general court-martial, when committed by persons in the military service of the United States, and the punishment in any such case shall not be less than the punishment provided for the like offense by the laws of the State, Territory, or district in which such offense may have been committed.

ART. 59. When any officer or soldier is accused of a capital crime, or of any offense against the person or property of any citizen of any of the United States, which is punishable by the laws of the land, the commanding officer, and the officers of the regiment, troop, battery, company, or detachment, to which the person so accused belongs, are required, except in time of war, upon application duly made by or in behalf of the party injured, to use their utmost endeavors to deliver him over to the civil magistrate, and to aid the officers of justice in apprehending and securing him, in order to bring him to trial. If, upon such application, any officer refuses or wilfully neglects, except in time of war, to deliver over such accused person to the civil magistrates, or to aid the officers of justice in apprehending him, he shall be dismissed from the service.

ART. 60. Any person in the military service of the United States who makes or causes to be made any claim against the United States, or any officer thereof, knowing such claim to be false or fraudulent; or

Who presents or causes to be presented to any person in the civil or military service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes, or procures or advises the making of, any oath to any fact or to any writing or other paper, knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the military service thereof, knowingly delivers, or causes to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any property of the United States, furnished or intended for the military service thereof, makes or delivers to any person, such writing, without having full knowledge of the truth of the statements therein contained, and with intent to defraud the United States; or

Who steals, embezzles, knowingly and wilfully misappropriates, applies to his own use or benefit, or wrongfully or knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness from any soldier, officer, or other person who is a part of or employed in said forces or service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such soldier, officer, or other person not having lawful right to sell or pledge the same,

Shall, on conviction thereof, be punished by fine or imprisonment or by such other punishment as a court-martial may adjudge, or by any or all of said penalties. And if any person, being guilty of any of the offenses aforesaid, while in the military service of the United States, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial, in the same manner and to the same extent as if he had not received such discharge nor been dismissed. [Act of March 2, 1901.]

ART. 61. Any officer who is convicted of conduct unbecoming an officer and a gentleman shall be dismissed from the service.

ART. 62. All crimes not capital, and all disorders and neglects, which officers and soldiers may be guilty of, to the prejudice of good order and military discipline, though not mentioned in the foregoing articles of war, are to be taken cognizance of by a general, or a regimental, garrison, or field officers' court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.[1]

[1] SEC. 3. That fraudulent enlistment, and the receipt of any pay or allowance thereunder, is hereby declared a military offense, and made punishable by court-martial, under the sixty-second article of war.—[Act approved July 27, 1892.]

ART. 63. All retainers to the camp, and all persons serving with the armies of the United States in the field, though not enlisted soldiers, are to be subject to orders, according to the rules and discipline of war.

ART. 64. The officers and soldiers of any troops, whether militia or others, mustered and in pay of the United States, shall, at all times and in all places, be governed by the articles of war, and shall be subject to be tried by courts-martial.

ART. 65. Officers charged with crime shall be arrested and confined in their barracks, quarters, or tents, and deprived of their swords by the commanding officer. And any officer who leaves his confinement before he is set at liberty by his commanding officer shall be dismissed from the service.

ART. 66. Soldiers charged with crimes shall be confined until tried by court-martial, or released by proper authority.

ART. 67. No provost-marshal, or officer commanding a guard, shall refuse to receive or keep any prisoner committed to his charge by an officer belonging to the forces of the United States; provided the officer committing shall, at the same time, deliver an account in writing, signed by himself, of the crime charged against the prisoner.

ART. 68. Every officer to whose charge a prisoner is committed shall, within twenty-four hours after such commitment, or as soon as he is relieved from his guard, report in writing, to the commanding officer, the name of such prisoner, the crime charged against him, and the name of the officer committing him; and, if he fails to make such report, he shall be punished as a court-martial may direct.

ART. 69. Any officer who presumes, without proper authority, to release any prisoner committed to his charge, or suffers any prisoner so committed to escape, shall be punished as a court-martial may direct.

ART. 70. No officer or soldier put in arrest shall be continued in confinement more than eight days, or until such time as a court-martial can be assembled.

ART. 71. When an officer is put in arrest for the purpose of trial, except at remote military posts or stations, the officer by whose order he is arrested shall see that a copy of the charges on which he is to be tried is served upon him within eight days after his arrest, and that he is brought to trial within ten days thereafter, unless the necessities of the service prevent such trial; and then he shall be brought to trial within thirty days after the expiration of said ten days. If a copy of the charges be not served, or the arrested officer be not brought to trial, as herein required, the arrest shall cease. But officers released from arrest, under the provisions of this article, may be tried, whenever the exigencies of the service shall permit, within twelve months after such release from arrest.

ART. 72. Any general officer commanding an army, a territorial division or a department, or colonel commanding a separate department may appoint general courts-martial whenever necessary. But when any such commander is the accuser or prosecutor of any officer under his command the court shall be appointed by the President; and its proceedings and sentence shall be sent directly to the Secretary of War, by whom they shall be laid before the President, for his approval or orders in the case. [Act of July 5, 1884.]

ART. 73. In time of war the commander of a division, or of a separate brigade of troops, shall be competent to appoint a general court-martial. But when such commander is the accuser or prosecutor of any person under his command, the court shall be appointed by the next higher commander.

ART. 74. Officers who may appoint a court-martial shall be competent to appoint a judge-advocate for the same.

ART. 75. General courts-martial may consist of any number of officers from five to thirteen, inclusive; but they shall not consist of less than thirteen when that number can be convened without manifest injury to the service

ART. 76. When the requisite number of officers to form a general court-martial is not present in any post or detachment, the commanding officer shall, in cases which require the cognizance of such a court, report to the commanding officer of the department, who shall thereupon order a court to be assembled at the nearest post or department at which there may be such a requisite number of officers, and shall order the party accused, with the necessary witnesses, to be transported to the place where the said court shall be assembled.

ART. 77. Officers of the Regular Army shall not be competent to sit on courts-martial to try the officers or soldiers of other forces, except as provided in Article 78.

ART. 78. Officers of the Marine Corps, detached for service with the Army by order of the President, may be associated with officers of the Regular Army on courts-martial for the trial of offenders belonging to the Regular Army, or to forces of the Marine Corps so detached; and in such cases the orders of the senior officer of either corps who may be present and duly authorized shall be obeyed.

ART. 79. Officers shall be tried only by general courts-martial; and no officer shall, when it can be avoided, be tried by officers inferior to him in rank.

ART. 80.[1] The commanding officer of each garrison, fort, or other place, regiment or corps, detached battalion or company, or other detachment in the Army, shall have power to appoint for such place or command, or in his discretion for each battalion thereof, a summary court to consist of one officer to be designated by him, before whom enlisted men who are to be tried for offenses, such as were prior to the passage of the act "to promote the administration of justice in the Army," approved October first, eighteen hundred and ninety, cognizable by garrison or regimental courts-martial, and offenses cognizable by field officers detailed to try offenders under the provisions of the eightieth and one hundred and tenth articles of war, shall be brought to trial within twenty-four hours of the time of the arrest, or as soon thereafter as practicable, except when the accused is to be tried by general court-martial; but such summary court may be appointed and the officer designated by superior authority when by him deemed desirable; and the officer holding the summary court shall have power to administer oaths and to hear and determine such cases, and when satisfied of the guilt of the accused adjudge the punishment to be inflicted, which said punishment shall not exceed confinement at hard labor for one month and forfeiture of one month's pay, and, in the case of a noncommissioned officer, reduction to the ranks in addition thereto; that there shall be a summary court record kept at each military post and in the field at the headquarters of the proper command, in which shall be entered a record of all cases heard and determined and the action had thereon; and no sentence adjudged by said summary court shall be executed until it shall have been approved by the officer appointing the court, or by the officer commanding for the time being: *Provided*, That when but one commissioned officer is present with a command he shall hear and finally determine such cases: *And provided further*, That no one while holding the privileges of a certificate of eligibility to promotion shall be brought before a summary court, and that noncommissioned officers shall not, if they object thereto, be brought to trial before summary courts without the authority of the officer competent to order their trial by general court-martial, but shall in such case be brought to trial before garrison, regimental, or general courts-martial, as the case may be. [Act of June 18, 1898, 30 Stat. at Large, 483.]

ART. 81. Every officer commanding a regiment or corps shall, subject to the provisions of Article 80, be competent to appoint, for his own regiment or corps, courts-martial, consisting of three officers, to try offenses not capital.

ART. 82. Every officer commanding a garrison, fort, or other place where the troops consist of different corps, shall, subject to the provisions of Article 80, be com-

[1] Article 80 was repealed by the act of June 18, 1898 (30 Stat. at Large, 483).

petent to appoint, for such garrison or other place, courts-martial, consisting of three officers, to try offenses not capital.

ART. 83. Regimental and garrison courts-martial and summary courts detailed under existing laws to try enlisted men shall not have power to try capital cases or commissioned officers, but shall have power to award punishment not to exceed confinement at hard labor for three months, or forfeiture of three months' pay, or both; and in addition thereto, in the case of noncommissioned officers, reduction to the ranks, and in the case of first-class privates reduction to second-class privates: *Provided*, That a summary court shall not adjudge confinement and forfeiture in excess of a period of one month, unless the accused shall before trial consent in writing to trial by said court; but in any case of refusal to so consent the trial may be had either by general, regimental, or garrison court-martial, or by said summary court; but in case of trial by said summary court, without consent as aforesaid, the court shall not adjudge confinement or forfeiture of pay for more than one month. [Act of March 2, 1901.]

ART. 84. The judge-advocate shall administer to each member of the court, before they proceed upon any trial, the following oath, which shall also be taken by all members of regimental and garrison courts-martial: "You, A B, do swear that you will well and truly try and determine, according to evidence, the matter now before you, between the United States of America and the prisoner to be tried, and that you will duly administer justice, without partiality, favor, or affection, according to the provisions of the rules and articles for the government of the armies of the United States, and if any doubts should arise, not explained by said articles, then according to your conscience, the best of your understanding, and the custom of war in like cases; and you do further swear that you will not divulge the sentence of the court until it shall be published by the proper authority, except to the judge-advocate; neither will you disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof as a witness by a court of justice in a due course of law. So help you God." [Act of July 27, 1892, 27 Stat. at Large, 278.]

ART. 85. When the oath has been administered to the members of a court-martial the president of the court shall administer to the judge-advocate, or person officiating as such, an oath in the following form: "You, A B, do swear that you will not disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof as a witness by a court of justice in due course of law; nor divulge the sentence of the court to any but the proper authority until it shall be duly disclosed by the same. So help you God."

ART. 86. The court-martial may punish, at discretion, any person who uses any menacing words, signs, or gestures in its presence, or who disturbs its proceedings by any riot or disorder.

ART. 87. All members of a court-martial are to behave with decency and calmness.

ART. 88. Members of a court-martial may be challenged by a prisoner, but only for cause stated to the court. The court shall determine the relevancy and validity thereof, and shall not receive a challenge to more than one member at a time.

ART. 89. When a prisoner, arraigned before a general court-martial, from obstinacy and deliberate design, stands mute, or answers foreign to the purpose, the court may proceed to trial and judgment as if the prisoner had pleaded not guilty.

ART. 90. The judge-advocate, or some person deputed by him or by the general or officer commanding the Army, detachment, or garrison, shall prosecute in the name of the United States, but when the prisoner has made his plea he shall so far consider himself counsel for the prisoner as to object to any leading question to any of the witnesses, and to any question to the prisoner the answer to which might tend to criminate himself.

ART. 91. The depositions of witnesses residing beyond the limits of the State, Territory, or District in which any military court may be ordered to sit, if taken on reasonable notice to the opposite party and duly authenticated, may be read in evidence before such court in cases not capital.[1]

ART. 92. All persons who give evidence before a court-martial shall be examined on oath, or affirmation, in the following form: "You swear (or affirm) that the evidence you shall give, in the case now in hearing, shall be the truth, the whole truth, and nothing but the truth. So help you God."

ART. 93. A court-martial shall, for reasonable cause, grant a continuance to either party, for such time and as often as may appear to be just: *Provided*, That if the prisoner be in close confinement the trial shall not be delayed for a period longer than sixty days.

ART. 95.[2] Members of a court-martial, in giving their votes, shall begin with the youngest in commission.

ART. 96. No person shall be sentenced to suffer death, except by the concurrence of two-thirds of the members of a general court-martial, and in the cases herein expressly mentioned.

ART. 97. No person in the military service shall, under the sentence of a court-martial, be punished by confinement in a penitentiary, unless the offense of which he may be convicted would, by some statute of the United States, or by some statute of the State, Territory, or District in which such offense may be committed, or by the common law, as the same exists in such State, Territory, or District, subject such convict to such punishment.

ART. 98. No person in the military service shall be punished by flogging, or by branding, marking, or tattooing on the body.

ART. 99. No officer shall be discharged or dismissed from the service, except by order of the President, or by sentence of a general court-martial; and in time of peace no officer shall be dismissed, except in pursuance of the sentence of a court-martial, or in mitigation thereof.

ART. 100. When an officer is dismissed from the service for cowardice or fraud, the sentence shall further direct that the crime, punishment, name, and place of abode of the delinquent shall be published in the newspapers in and about the camp, and in the State from which the offender came, or where he usually resides; and after such publication it shall be scandalous for an officer to associate with him.

ART. 101. When a court-martial suspends an officer from command, it may also suspend his pay and emoluments for the same time, according to the nature of his offense.

ART. 102. No person shall be tried a second time for the same offense.

ART. 103. No person shall be liable to be tried and punished by a general court-martial for any offense which appears to have been committed more than two years before the issuing of the order for such trial, unless, by reason of having absented himself or of some other manifest impediment, he shall not have been amenable to justice within that period.

No person shall be tried or punished by a court-martial for desertion in time of peace and not in the face of an enemy committed more than two years before the arraignment of such person for such offense, unless he shall meanwhile have absented himself from the United States, in which case the time of his absence shall be excluded in computing the period of the limitation: *Provided*, That said limitation shall not begin until the end of the term for which said person was mustered into the service. [Act of April 11, 1890. 26 Stat. at Large, 54.]

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[1] SEC. 4. That judge-advocates of departments and of courts-martial, and the trial officers of summary courts, are hereby authorized to administer oaths for the purposes of the administration of military justice, and for other purposes of military administration. [Act of July 27, 1892.]

[2] Article 94 was repealed by the act of March 2, 1901.

ART. 104. No sentence of a court-martial shall be carried into execution until the same shall have been approved by the officer ordering the court, or by the officer commanding for the time being. [Act of July 27, 1892. 27 Stat. at Large, 278.]

ART. 105. No sentence of a court-martial inflicting the punishment of death shall be carried into execution until it shall have been confirmed by the President, except in the cases of persons convicted, in time of war, as spies, mutineers, deserters, or murderers, and in the cases of guerrilla marauders, convicted, in time of war, of robbery, burglary, arson, rape, assault with intent to commit rape, or of violation of the laws and customs of war; and in such excepted cases the sentence of death may be carried into execution upon confirmation by the commanding general in the field, or the commander of the department, as the case may be.

ART. 106. In time of peace no sentence of a court-martial directing the dismissal of an officer shall be carried into execution until it shall have been confirmed by the President.

ART. 107. No sentence of a court-martial appointed by the commander of a division or of a separate brigade of troops directing the dismissal of an officer shall be carried into execution until it shall have been confirmed by the general commanding the army in the field to which the division or brigade belongs.

ART. 108. No sentence of a court-martial, either in time of peace or in time of war, respecting a general officer shall be carried into execution until it shall have been confirmed by the President.

ART. 109. All sentences of a court-martial may be confirmed and carried into execution by the officer ordering the court, or by the officer commanding for the time being, where confirmation by the President, or by the commanding general in the field, or commander of the department, is not required by the articles.[1]

ART. 111. Any officer who has authority to carry into execution the sentence of death or of dismissal of an officer may suspend the same until the pleasure of the President shall be known; and, in such case, he shall immediately transmit to the President a copy of the order of suspension, together with a copy of the proceedings of the court.

ART. 112. Every officer who is authorized to order a general court-martial shall have power to pardon or mitigate any punishment adjudged by it, except the punishment of death or of dismissal of an officer. Every officer commanding a regiment or garrison in which a regimental or garrison court-martial may be held shall have power to pardon or mitigate any punishment which such court may adjudge.

ART. 113. Every judge-advocate, or person acting as such, at any general court-martial, shall, with such expedition as the opportunity of time and distance of place may admit, forward the original proceedings and sentence of such court to the Judge-Advocate-General of the Army, in whose office they shall be carefully preserved.

ART. 114. Every party tried by a general court-martial shall, upon demand thereof, made by himself or by any person in his behalf, be entitled to a copy of the proceedings and sentence of such court.

ART. 115. A court of inquiry, to examine into the nature of any transaction of, or accusation or imputation against, any officer or soldier, may be ordered by the President or by any commanding officer; but, as courts of inquiry may be perverted to dishonorable purposes, and may be employed, in the hands of weak and envious commandants, as engines for the destruction of military merit, they shall never be ordered by any commanding officer, except upon a demand by the officer or soldier whose conduct is to be inquired of.

ART. 116. A court of inquiry shall consist of one or more officers, not exceeding three, and a recorder, to reduce the proceedings and evidence to writing.

[1] Article 110 was repealed by the act of June 18, 1898 (30 Stat. at Large, 483).

ART. 117. The recorder of a court of inquiry shall administer to the members the following oath: "You shall well and truly examine and inquire, according to the evidence, into the matter now before you, without partiality, favor, affection, prejudice, or hope of reward: so help you God." After which the president of the court shall administer to the recorder the following oath: "You, A B, do swear that you will, according to your best abilities, accurately and impartially record the proceedings of the court and the evidence to be given in the case in hearing: so help you God."

ART. 118. A court of inquiry, and the recorder thereof, shall have the same power to summon and examine witnesses as is given to courts-martial and the judge-advocates thereof. Such witnesses shall take the same oath which is taken by witnesses before courts-martial, and the party accused shall be permitted to examine and cross-examine them, so as fully to investigate the circumstances in question.

ART. 119. A court of inquiry shall not give an opinion on the merits of the case nquired of unless specially ordered to do so.

ART. 120. The proceedings of a court of inquiry must be authenticated by the signatures of the recorder and the president thereof, and delivered to the commanding officer.

ART. 121. The proceedings of a court of inquiry may be admitted as evidence by a court-martial, in cases not capital, nor extending to the dismissal of an officer: *Provided*, That the circumstances are such that oral testimony can not be obtained.

ART. 122. If, upon marches, guards, or in quarters, different corps of the Army happen to join or do duty together, the officer highest in rank of the line of the Army, Marine Corps, or militia, by commission, there on duty or in quarters, shall command the whole, and give orders for what is needful to the service, unless otherwise specially directed by the President, according to the nature of the case.

ART. 123. In all matters relating to the rank, duties, and rights of officers, the same rules and regulations shall apply to officers of the Regular Army and to volunteers commissioned in, or mustered into said service, under the laws of the United States, for a limited period.

ART. 124. Officers of the militia of the several States, when called into the service of the United States, shall on all detachments, courts-martial, and other duty wherein they may be employed in conjunction with the regular or volunteer forces of the United States, take rank next after all officers of the like grade in said regular or volunteer forces, notwithstanding the commissions of such militia officers may be older than the commissions of the said officers of the regular or volunteer forces of the United States.

ART. 125. In case of the death of any officer, the major of his regiment, or the officer doing the major's duty, or the second officer in command at any post or garrison, as the case may be, shall immediately secure all his effects then in camp or quarters, and shall make, and transmit to the office of the Department of War, an inventory thereof.

ART. 126. In case of the death of any soldier, the commanding officer of his troop, battery, or company shall immediately secure all his effects then in camp or quarters, and shall, in the presence of two other officers, make an inventory thereof, which he shall transmit to the office of the Department of War.

ART. 127. Officers charged with the care of the effects of deceased officers or soldiers shall account for and deliver the same, or the proceeds thereof, to the legal representatives of such deceased officers or soldiers. And no officer so charged shall be permitted to quit the regiment or post until he has deposited in the hands of the commanding officer all the effects of such deceased officers or soldiers not so accounted for and delivered.

ART. 128. The foregoing articles shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States, and shall be duly observed and obeyed by all officers and soldiers in said service.

SEC. 1343, Revised Statutes. All persons who, in time of war, or of rebellion against the supreme authority of the United States, shall be found lurking or acting as spies, in or about any of the fortifications, posts, quarters, or encampments of any of the armies of the United States, or elsewhere, shall be triable by a general court-martial, or by a military commission, and shall, on conviction thereof, suffer death.

WRITS OF ATTACHMENT.

Every judge-advocate of a court-martial shall have power to issue like process to compel witnesses to appear and testify which courts of criminal jurisdiction within the State, Territory, or district where such military courts shall be ordered to sit may lawfully issue. Section 1202, Revised Statutes.

REFUSAL OF CIVILIAN WITNESS TO TESTIFY.

Every person not belonging to the Army of the United States who, being duly subpœnaed to appear as a witness before a general court-martial of the Army, willfully neglects or refuses to appear, or refuses to qualify as a witness to testify or produce documentary evidence which such person may have been legally subpœnaed to produce, shall be deemed guilty of a misdemeanor, for which such person shall be punished on information in the district court of the United States; and it shall be the duty of the United States district attorney, on the certification of the facts to him by the general court-martial, to file an information against and prosecute the person so offending, and the punishment of such person, on conviction, shall be a fine of not more than five hundred dollars or imprisonment not to exceed six months, or both, at the discretion of the court: *Provided*, That this shall not apply to persons residing beyond the State, Territory, or district in which such general court-martial is held, and that the fees of such witness, and his mileage at the rates provided for witnesses in the United States district court for said State, Territory, or district shall be duly paid or tendered said witness, such amounts to be paid by the Pay Department of the Army out of the appropriation for the compensation of witnesses: *Provided*, That no witness shall be compelled to incriminate himself or to answer any questions which may tend to incriminate or degrade him. Act of March 2. 1901 (31 Stat. at Large).

MEMORANDUM.

Statement showing new numbers of old paragraphs of Army Regulations.

Old paragraph.	New paragraph.	Old paragraph.	New paragraph.
1	1.	69	65.
2	2.	70	66.
3	3.	71	67.
4	4.	72	Omitted (see new 57).
5	5.	73	Do.
6	6.	74	Do.
7	7.	75	Do.
8	8.	76	Do.
9	9.	77	68.
10	10.	78	69.
11	11.	79	70.
12	12.	80	71.
13	13.	81	72.
14	14.	82	73.
15	16.	83	74.
16	17.	84	75.
17	18.	85	76.
18	19.	86	77.
19	20.	87	78.
20	21.	88	Omitted.
21	22.	89	79.
22	23.	90	80.
23	24.	91	81.
24	25.	92	82.
25	26.	93	83.
26	27.	94	84.
27	28, 29.	95	Omitted.
28	30.	96	85.
29	31.	97	86.
30	32.	98	86.
31	33.	99	87.
32	Omitted; substance in new 32.	100	93.
33	34.	101	94.
34	35.	102	95.
35	36.	103	Omitted (see new 96).
36	38.	104	Do.
37	Omitted.	105	Do.
38	39.	106	Omitted.
39	40.	107	Do.
40	41.	108	97.
41	1106.	109	98.
42	Omitted.	110	Omitted.
43	Omitted (see new 42).	111	99.
44	Do.	112	100.
45	Do	113	101.
46	Do.	114	102.
47	Do.	115	103.
48	43.	116	104.
49	44.	117	105.
50	45.	118	106.
51	46.	119	Omitted.
52	47.	120	107.
53	48.	121	108.
54	49.	122	109.
55	50.	123	110.
56	51.	124	111.
57	56.	125	112.
58	52.	126	113.
59	53	127	114.
60	54	128	121.
61	55.	129	118.
62	56.	130	122.
63	58.	131	123.
64	59.	132	124.
65	61.	133	116.
66	62.	134	117.
67	63.	135	119.
68	64.	136	120.

Memorandum—Continued.

Old paragraph.	New paragraph.
137	125.
138	126.
139	127.
140	128.
141	115.
142	129.
143	130.
144	131.
145	132.
146	133.
147	134.
148	135.
149	136.
150	137.
151	138.
152	139.
153	140.
154	141.
155	149.
156	Revoked (see new 142).
157	Do.
158	Do.
159	143.
160	Revoked (see new 142).
161	144.
162	145.
163	150.
164	151.
165	152.
166	153.
167	148.
168	154.
169	155.
170	156.
171	157.
172	Omitted (see new 1474).
173	158.
174	159.
175	160.
176	161.
177	162.
178	163.
179	164.
180	165.
181	166.
182	167.
183	168.
184	169.
185	170.
186	171.
187	172.
188	173.
189	174.
190	175.
191	176.
192	177.
193	178.
194	179.
195	180.
196	181.
197	182.
198	183.
199	184.
199½	185.
200	88.
201	89.
202	90.
203	91.
204	92.
205	Revoked.
206	Do.
207	186.
208	187.
209	188.
210	190.
211	191.
212	192.
213	193.
214	195.
215	197.
216	198.
217	199.
218	200.
219	201.
220	202.
221	203.
222	204.
223	205.
224	Omitted.
225	206.
226	207.
227	208.
228	209.
229	210.
230	211.
231	212.
232	213.
233	214.
234	215.
235	216.
236	218.
237	220.
238	221.
239	222.
240	223.
241	224.
242	225.
243	226.
244	227.
245	228.
246	229.
247	230.
248	Omitted.
249	231.
250	Omitted.
250-a	232.
251	233.
252	234.
253	15.
254	235.
255	Omitted.
256	236.
257	237.
258	Omitted.
259	238.
260	239.
261	240.
262	241.
263	242.
264	243.
265	244.
266	245.
267	246.
268	247.
269	Revoked.
270	248.
271	249.
272	250.
273	Omitted.
274	Do.
275	251.
276	252.
277	253.
278	254.
279	255.
280	256.
281	257.
282	258.
283	259.
284	260.
285	261.
286	262.
287	263.
288	264.
289	265.
290	266.
291	267.
292	269.
293	270.
294	271.
295	272.
296	274.
297	275.
298	276.

Memorandum—Continued.

Old paragraph.	New paragraph.
299	277.
300	278.
301	279.
302	280.
303	Omitted.
304	281.
305	282.
306	283.
307	284.
308	285.
309	286.
310	287.
311	288.
312	289.
313	290.
314	291.
315	292.
316	293.
317	312.
318	320.
319	313.
320	314.
321	315.
322	316.
323	317.
324	318.
325	319.
326	321.
327	323.
328	324.
329	325.
330	326.
331	327.
332	328.
333	329.
334	330.
335	331.
336	332.
337	333.
338	334.
339	335.
340	336.
341	337.
342	338.
343	339.
344	340.
345	341.
346	342.
347	343.
348	344.
349	345.
350	346.
351	Omitted (see new 1051).
352	347.
353	348.
354	349.
355	Omitted (see new 454).
356	Do.
357	Do.
358	Do.
359	Do.
360	Do.
361	Do.
362	Do.
363	350.
364	351.
365	352.
366	294.
367	Omitted.
368	306.
369	Omitted.
370	Do.
371	Do.
372	Do.
373	Do.
374	Do.
375	Do.
376	Do.
377	Do.
378	Do.
379	Do.
380	Do.
381	Omitted.
382	Do.
383	Do.
384	Do.
385	Do.
386	Do.
387	Do.
388	Do.
389	Do.
390	Do.
391	Do.
392	Do.
393	Do.
394	Do.
395	Do.
396	Do.
397	Do.
398	Do.
399	Do.
400	Do.
401	Do.
402	353.
403	Omitted.
404	Do.
405	354.
406	Omitted.
407	Do.
408	Do.
409	Do.
410	Do.
411	307.
412	308.
413	309.
414	310.
415	311.
416	355.
417	Omitted.
418	Do.
419	356.
420	Omitted.
421	357.
422	358.
423	359.
424	360.
425	361.
426	Omitted (see 361).
427	362.
428	363.
429	364.
430	365.
431	366.
432	367.
433	361.
434	Omitted.
435	Do.
436	368.
437	369.
438	370.
439	371.
440	372.
441	373.
442	374.
443	375.
444	376.
445	377.
446	378.
447	379.
448	Omitted.
449	380.
450	381.
451	382.
452	384.
453	385.
454	386.
455	387.
456	388.
457	389.
458	390.
459	391.
460	392.
461	393.
462	394.

Memorandum—Continued.

Old paragraph.	New paragraph.
463	395.
464	396.
465	401.
466	402.
467	404.
468	404.
469	404.
470	404.
471	404.
472	405.
473	405.
474	405.
475	406.
476	402.
477	403.
478	403.
479	407.
480	409.
481	410.
482	411.
483	412.
484	413.
485	414.
486	415.
487	416.
488	419.
489	420.
490	Omitted.
491	421.
492	422.
493	423.
494	424.
495	425.
496	426.
497	427.
498	428.
199	429.
500	430.
501	431.
502	432.
503	433.
504	434.
505	435.
506	436.
507	437.
508	438.
509	Omitted.
510	439.
511	440.
512	441.
513	442.
514	443.
515	Omitted.
516	444.
517	Omitted.
518	445.
519	446.
520	447.
521	448.
522	449.
523	450.
524	451.
525	452.
526	453.
527	Omitted (see new 454).
528	Omitted (see new 53).
529	37.
530	Omitted (see new 454).
531	Revoked.
532	Do.
533	Do.
534	Do.
535	Do.
536	Do.
537	Do.
538	Do.
539	Do.
540	Do.
541	Do.
542	Do.
543	Do.
544	465.

Old paragraph.	New paragraph.
545	464.
546	466.
547	467.
548	468.
549	469.
550	470.
551	471.
552	472.
553	473.
554	474.
555	475.
556	476.
557	477.
558	478.
559	479.
560	480.
561	481.
562	482.
563	483.
564	484.
565	485.
566	486.
567	487.
568	488.
569	489.
570	490.
571	491.
572	492.
573	493.
574	494.
575	495.
576	496.
577	497.
578	504.
579	508.
580	503.
581	498.
582	499.
583	502.
584	501.
585	505.
586	506.
587	507.
588	509.
589	510.
590	511.
591	512.
592	513.
593	514.
594	515.
595	516.
596	518.
597	519.
598	520.
599	521.
600	522.
601	523.
602	524.
603	525.
604	526.
605	527.
606	528.
607	529.
608	530.
609	531.
610	532.
611	533.
612	534.
613	535.
614	536.
615	537.
616	538.
617	539.
618	540.
619	541.
620	542.
621	543.
622	544.
623	517.
624	545.
625	546.
626	547.

Memorandum—Continued.

Old paragraph.	New paragraph.	Old paragraph.	New paragraph.
627	548.	708	630.
628	553.	709	631.
629	554.	710	632.
630	557.	711	633.
631	555.	712	634.
631½	556.	713	635.
632	558.	714	636.
633	559.	715	637.
634	560.	715½	638.
635	561.	716	639.
636	562.	717	640.
637	563.	718	641.
638	567.	719	642.
639	568.	720	643.
640	571.	721	644.
641	577.	722	Omitted (see new 639).
642	576.	723	645.
643	569.	724	646.
644	570.	725	647.
645	549.	726	648.
646	550.	727	649.
647	551.	728	650.
648	552.	729	651.
649	564.	730	652.
650	565.	731	653.
651	566.	732	654.
652	572.	733	655.
653	573.	734	656.
654	579.	735	657.
655	574.	736	658.
656	575.	737	659.
657	578.	738	660.
658	580.	739	661.
659	581.	740	662.
660	582.	741	663.
661	583.	742	664.
662	584.	743	665.
663	602.	744	666.
664	586.	745	667.
665	587.	746	668.
666	588.	747	669.
667	589.	748	670.
668	590.	749	671.
669	591.	750	672.
670	592.	751	673.
671	593.	752	674.
672	594.	753	675.
673	595.	754	676.
674	596.	755	677.
675	597.	756	678.
676	598.	757	679.
677	599.	758	680.
678	600.	759	681.
679	601.	760	683.
680	585.	761	684.
681	603.	762	685.
682	604.	763	686.
683	605.	764	687.
684	606.	765	688.
685	607.	766	689.
686	608.	767	690.
687	609.	768	691.
688	610.	769	692.
689	611.	770	693.
690	612.	771	694.
691	613.	772	695.
692	614.	773	696.
693	615.	774	697.
694	616.	775	698.
695	617.	776	699.
696	618.	777	700.
697	619.	778	701.
698	620.	779	702.
699	621.	780	703.
700	622.	781	704.
701	623.	782	705.
702	624.	783	706.
703	625.	784	707.
704	626.	785	708.
705	627.	786	709.
706	628.	787	710.
707	629.	788	711.

Memorandum—Continued.

Old paragraph.	New paragraph.
789	712.
790	713.
791	714.
792	Omitted.
793	715.
794	716.
795	Omitted (see new 715).
796	717.
797	718.
798	719.
799	721.
800	722.
801	723.
802	725.
803	726.
804	Omitted (see new 719).
805	727.
806	728.
807	729.
808	730.
809	731.
810	732.
811	733.
812	734.
813	735.
814	736.
815	737.
816	738.
817	739.
818	740.
819	741.
820	742.
821	743.
822	745.
823	746.
824	747.
825	748.
826	749.
827	750.
828	751.
829	752.
830	753.
831	Omitted.
832	754.
833	Omitted (see new 777).
834	Do.
835	Do.
836	1,604.
837	778.
838	779.
839	780.
840	781.
841	784.
842	785.
843	780.
844	782.
845	783.
846	786.
847	787 and 788.
848	789.
849	790.
850	791.
851	792.
852	Omitted.
853	793.
854	794.
855	795.
856	796.
857	797.
858	798.
859	799.
860	800.
861	801.
862	803.
863	804.
864	805.
865	806.
866	807.
867	808.
868	809.
869	Omitted.
870	810.
871	811.
872	812.
873	813.
874	814.
875	815.
876	817.
877	818.
878	Omitted.
879	Do.
880	Do.
881	819.
882	Omitted.
883	820.
884	821.
885	822.
886	823.
887	824.
888	825.
889	826.
890	827.
891	828.
892	829.
893	830.
894	831.
895	832.
896	833.
897	834.
898	835, 836.
899	Omitted.
900	838.
901	Omitted.
901½	Do.
902	839.
903	840.
904	841.
905	842.
906	843.
907	844.
908	845.
909	846.
910	847.
911	848.
912	Omitted (see new 849)
913	Do.
914	Do.
915	850.
916	851.
917	852.
918	853.
919	854.
920	855.
921	856.
922	857.
923	858.
924	859.
925	860.
926	861.
927	862.
928	863.
929	864.
930	865.
931	866.
932	867.
933	868.
934	Omitted.
935	869.
936	870.
937	872.
938	871.
939	873.
940	874.
941	875.
942	876.
943	877.
944	878.
945	879.
946	880.
947	881.
948	882.
949	883.
950	884.
951	885.

Memorandum—Continued.

Old paragraph.	New paragraph.
952	886.
953	Omitted.
954	887.
955	Omitted.
956	888.
957	889.
958	890.
959	Omitted.
960	891.
961	892.
962	893.
963	894.
964	895.
965	Omitted.
965½	896.
966	897.
967	898.
968	899.
969	900.
970	Omitted.
971	901.
972	902.
973	903.
974	904.
975	905, 906.
976	908.
977	909.
978	910.
979	911.
980	912.
981	Omitted.
982	913.
983	914.
984	915.
985	916.
986	917.
987	918.
988	919.
989	920.
990	921.
991	922.
992	923.
993	924.
994	925.
995	926.
996	927.
997	928.
998	929.
999	930.
1000	931.
1001	932.
1002	933.
1003	934.
1004	935.
1005	936.
1006	937.
1007	938.
1008	939.
1009	941.
1010	942.
1011	943.
1012	945.
1013	946.
1014	947.
1015	948.
1016	949.
1017	950.
1018	951.
1019	952.
1020	953.
1021	954.
1022	955.
1023	956.
1024	957.
1025	958.
1026	959.
1027	960.
1028	961.
1029	962.
1030	963.
1031	964.
1032	965.
1033	966.
1034	967.
1035	940.
1036	968.
1037	969.
1038	970.
1039	971.
1040	972.
1041	973.
1042	974.
1043	975.
1044	976.
1045	977.
1046	978.
1047	979.
1048	980.
1049	981.
1050	982.
1051	983.
1052	984.
1053	985.
1054	986.
1055	987.
1056	988.
1057	989.
1058	990.
1059	991.
1060	992.
1061	993.
1062	994.
1063	995.
1064	996.
1065	997.
1066	998.
1067	999, 1000
1068	1001.
1069	1002.
1070	1003.
1071	1004.
1072	1005.
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1110½	Omitted (see new 1051).
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1114	Omitted (see new 1051).
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1116	1056.
1116-a	Omitted (see new 1056).
1117	1057.
1118	Omitted (see new 1056).
1119	Do.
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1124	Omitted.
1125	1060.
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1127	Omitted (see new 1057).
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1159	1088.
1160	1089.
1161	1090.
1162	1091.
1163	1092.
1164	1093.
1165	1094.
1166	1095.
1167	1096.
1168	1097.
1169	1098.
1170	1099.
1171	Omitted.
1172	Do.
1173	Do.
1174	Do.
1175	Do.
1176	Do.
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1178	1101.
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1180	1103.
1181	1104.
1182	1105.
1182½	Omitted.
1183	1107.
1184	1108.
1185	Omitted.
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1251	1149.
1252	Omitted.
1253	1152.
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1256	Omitted.
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1258	Do.
1259	Do.
1260	Revoked.
1261	Omitted.
1262	Do.
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1265	Do.
1266	Do.
1267	Do.
1268	Do.
1269	Do.
1270	Do.
1271	Do.
1272	Do.
1273	Do.
1274	Do.

Memorandum—Continued.

Old paragraph.	New paragraph.
1275	Omitted.
1276	Do.
1277	Do.
1278	Do.
1279	Do.
1280	Do.
1281	Do.
1282	Do.
1283	Do.
1284	Do.
1285	Do.
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1308	Omitted.
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1311	Omitted.
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1313	Revoked.
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1327	1190.
1328	1191.
1329	1191.
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1347	Do.
1348	Do.
1349	Do.
1350	Do.
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1358	Omitted.
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1366	Do.
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1371	Do.
1372	Do.
1373	1215.
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1396	Omitted.
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1442	1280.
1443	1281.
1444	Omitted.
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1464	1399.
1465	Omitted.
1466	Do.
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1470	Omitted.
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1578	Omitted.
1579	1422.
1580	1423.
1581	1424.
1582	Omitted.
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1664	1511.
1665	1512.
1666	1513.
1667	Omitted.
1668	1514.
1669	1515.
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1671	Revoked.
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1673	1518.
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1675	Omitted (see new 1519).
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1750	Omitted.
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